

EMPLOYMENT OPPORTUNITY

RINCON BAND OF LUISEÑO INDIANS



Title: Recreation Aide (Casual)

Open Date: 11/08/11

Requisition Number: 021-2011

Department: Recreation

Salary: Commensurate with experience

Reports to: Recreation Manager

Location: Valley Center, CA

OPPORTUNITY: Under the general supervision of the Recreation Manager and/or the Recreation Coordinator, the Recreation Aide will assist with Tribal recreation programs, activity or services. This person will conduct business in a professional and cordial manner that will uphold the integrity and reputation of Rincon.

JOB QUALIFICATIONS: EDUCATION/EXPERIENCE AND/OR TRAINING: High School Diploma or GED; any combination of education and/or experience that has provided the knowledge, skills and abilities necessary for a Recreation Leader. The ideal candidate should be familiar with developing and leading activities for children or teens; Three (3) years of progressive experience conducting and developing similar programs is preferred; Experience working with Native American communities and culture (preferred).

LICENSES OR CERTIFICATIONS: Valid drivers license Class C; must have the ability to obtain CPR and First Aid Certification.

JOB RESPONSIBILITIES:

1. Assist with the planning, setting up, conducting and cleaning up of drop-in/after school programs, special events, trips and other programs offered through the Tribal Recreation Department.
2. Assists with the training, leadership and assignment of duties for volunteers as required.
3. Maintain records and public information areas, file, make appointments, answer telephone calls, accepts class registration fees, answers customers' questions.
4. Assists in maintaining order among patrons.
5. Assists in facilitating and organizing recreation activities including excursions, special events, and facility usages and sports programs.
6. Assists in leading children at parks or facilities, and leads group activities.
7. Distributes monitors and maintains equipment and supplies.
8. Assists in preparing program and event publicity.
9. Establishes positive working relationships with representatives of community organizations, Rincon Recreation management and staff, and the public.
10. Attend required meetings and training.

CLOSING DATE: Open until filled

HOW TO APPLY: Submit a resume to the Human Resources Department, 33750 Valley Center Road, P.O. Box 68, Valley Center, California 92082, or e-mail to jobs@rincontriibe.org

Tribal preference will be given to eligible Rincon Tribal Members who meet the minimum qualifications background investigation, drug and alcohol screening is required as a condition of employment. Rincon Band of Luiseno Indians is an equal opportunity employer.