

The Santa Rosa Rancheria is accepting applications for the following position. Applications are available at the Human Resources Department, Monday-Friday from 8am-5pm, (Excluding Holidays) or you may contact the Human Resources Department at (559) 924-1278 ext. 4003 or visit our Tribal Website at www.tachi-yokut-nsn.gov

Job Requisition Form

Position to be filled: Program Assistant III

Department: Recreation

Required Qualifications/Essential Duties:

- High School Diploma or General Education Degree (GED) plus 3 months related experience working with children- **REQUIRED;**
- Valid California Driver License **–REQUIRED;**
- Must be insurable through company's carrier and maintain throughout employment- **REQUIRED;**
- Must obtain a Class B License (Shuttle) within the 90 day introductory period and maintain throughout employment- **REQUIRED;**
- Valid First Aid and CPR certification and maintain throughout employment- **REQUIRED OR ABLE TO OBTAIN WITHIN 90 DAY INTRO PERIOD;**
- Enjoy working with youth and adolescents;
- Basic reading, writing and comprehensive skills;
- Basic computer and clerical skills;
- Interested in creative hands on activities sports and outdoors activities;
- Prepare activities along with scheduling the time of activities;
- Monitor and help participants during activities;
- Interact, supervise and promote events and activities;
- Receives, stores and issues equipment and supplies when needed;
- Plan, coordinate and monitor children during recreational activities, outings and special events;
- Follow policy and procedures for use of vehicles for transportation of youth and adult program participants;
- Maintain an inventory and shop for supplies on a weekly basis;
- Completes and submit check requests for expenses for all trips, supplies, equipment and fuel for vehicles. Reconcile all expenses with 24 hours of purchase;
- Perform other related duties as deemed necessary by supervisor;
- Drive company vehicle or personal vehicle to conduct business on behalf of the Recreation Department.

Reports To: Program Assistant Supervisor

Starting Rate of Pay: \$22.75 per hour (Non-Exempt)

Approximate Hours: 40+ hrs per wk

Date Posted: September 15, 2020

Deadline: Open Until Filled

Department Director

Date

Human Resources Director

Date

The Santa Rosa Rancheria Tachi-Yokut Tribe shall extend employment preference across all employment opportunities for qualified Native Americans in accordance with and subject to applicable law, including Title VI of the Federal Civil Rights Act, which recognizes Native American employment preference.