

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

Department: Recreation

Position to be Filled: Sports Coordinator III

Required Qualifications/Essential Duties:

- Must have High School Diploma or GED (General Education Degree) plus three months related experience of interactions and working with youth and adults in the sports and athletic field;
- Valid California Driver License- **REQUIRED**
- Must be insurable through companies' carrier and maintain throughout employment- **REQUIRED**
- Valid First Aid and CPR certification and maintain throughout employment- **Required or able to obtain within 90 day introductory period;**
- Must obtain a Class B License (Shuttle) within the 90 day introductory period and maintain throughout employment- **REQUIRED**
- Assist with the planning and implementation of seasonal activities and sports leagues;
- Submit pre-activity reports to the Sports Coordinator Supervisor for approval;
- Completes and submit check requests for expenses for all trips, supplies, equipment, and fuel for vehicles;
- Maintain an inventory of all equipment for youth and adults leagues;
- Maintain an inventory of all equipment used in day to day operations;
- Maintain weight room, check out equipment for safety and repair;
- Follow policy and procedures for use of vehicles for transportation of youth and adult program participants;
- Promote and advocate a clean, healthy, drug and smoke free environment at all times;
- Explains and demonstrates use of apparatus and equipment;
- Explains and demonstrates principles, techniques, and methods of regulating movement of body, hands, or feet to achieve proficiency in activity;
- Observes students during practice to detect and correct mistakes;
- Organizes and conducts competition and tournaments;
- Assist the Athletes at local schools in learning the basic skills of each sport and discuss the importance of being physically fit;
- Work with provided Teacher Coach's for directive and schedules;
- Drive company vehicle or personal vehicle to conduct business on behalf of the Recreation Department.

Reports To: Sports Coordinator Supervisor

Starting Rate of Pay: \$13.75 per hour (Non-Exempt)

Approximate Hours: 40+ hrs per wk

Date Posted: October 11, 2018

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.