



Job Requisition Form

Department: Elders Center

Position to be filled: Activities Coordinator

Required Qualifications/Essential Duties:

- High School Diploma or General Education Degree (GED) plus 1 year related experience.
- Valid California Driver License.
- Must be insurable through company's carrier and maintain throughout employment.
- Valid First Aid and CPR certification and maintain throughout employment or able to obtain within 90 days of hire
- Plans, schedule and coordinate activities with Tribal Elders, faculty and other programs.
- Evaluate programs and suggests modifications.
- Make necessary arrangement with outside vendors for scheduled events.
- Conducts orientation program for new Tribal Elders with other members of faculty and staff.
- Promotes Tribal Elder participation in social, cultural and recreational activities.
- Prepare and distribute Tribal Elder monthly activity calendar.
- Maintain inventory or arts and crafts for activities.
- Plan, schedule and coordinate Tribal Elder Bingo sessions.
- Coordinate any Tribal Elders outing.
- Drive company vehicles to conduct business on behalf of the Elders Center.

Reports To: Director

Starting Rate of Pay: \$ 20.75 (Non- exempt)

Approximate Hours: 40+ hours per week

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.

