



# TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

## JOB ANNOUNCEMENT

**Inter Departmental/Promotion Only**

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**POSITION TITLE:** Youth Activities Coordinator

**OPENING DATE:** 10/31/2016

**CLOSING DATE:** 11/04/2016

**WORKSITE:** Tule River Gymnasium  
308 North Reservation Road  
Porterville, CA 93257

**CONTACT PERSON:**  
Michele Diaz, H.R. Clerk  
(559) 781-4271, Ext 1055

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### GENERAL POSITION DESCRIPTION

The Youth Activities Coordinator will organize, implement, and interact with youth for the Tule River Indian Gymnasium.

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### DUTIES & RESPONSIBILITIES:

1. The Youth Activities Coordinator will assume the lead role for all youth activities, including evaluation of relevant activity components.
2. Maintain an inventory of all supplies for indoor/outdoor activities. Assist others in department with following through with monthly calendar activities.
3. Encourage appropriate behavior from all who participate at the gym or on outings.
4. Document and maintain records of incident reports as needed for parents and directors.
5. Must do general organization of supplies, equipments, and light cleansing of gym, vans, and any other designated area use in the course of an activity or project.
6. Assist with adult activities, as well as other duties deemed necessary.
7. Organize, implement, and interact with all department youth activities.
8. Assist Program Director with monthly budget reports that deal with youth activities, including field trips.
9. Maintain all records, invoices, and receipts that deal with youth activities.
10. Recruit and ensure that all volunteers, trainers, and teachers successfully complete a background.

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### QUALIFICATIONS & EDUCATION:

1. Must possess a high school diploma or G.E.D.
2. Must possess a valid CA Driver License and be insurable through the Tribe.
3. Must successfully complete a pre-employment drug/alcohol screen and background investigation.
4. Must be CPR and First Aide certified or willing to obtain within (3) months of employment.
5. Must have a Mandated Reporter Training Certificate or obtain certificate within (3) months of employment.
6. Must possess a Class B California Driver License or obtain within (3) months of employment.
7. Must possess a Food Handling Certificate or obtain within (3) months of employment.
8. Must possess a current TB Skin Test.

9. Must be able to travel to conferences or relevant staff trainings.
10. Must have knowledge of how to seek appropriate volunteers, and the ability for implementation.
11. Must have good public relation skills.
12. Any relevant training and/or experience in which will demonstrate the ability to perform the duties of this position.
13. Must have acceptable work history if previously employed with the Tule River Tribe and/or Tribal Entities.

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**KNOWLEDGE, SKILLS, & ABILITIES:**

1. Working with youth, teens, adults, and elders from a Native Community.
  2. Basic reading, writing, and comprehensive skills.
  3. Computer literacy, proper record keeping, and report writing.
  4. Type correspondence as deemed necessary.
  5. Submit check requests and ensure that vendors are paid.
  6. Work with community from a diverse population.
  7. Write and submit reports in a timely manner.
  8. Scheduling workshops for youth participants.
  9. Report incidents dealing with Recreation Department youth activities.
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**This position reports to:** Recreation Department Director

**Salary range:** Pay Range 31: \$16.78-\$21.48/hr

**Hours:** Full Time- 40 Hrs/ Week  
Weekends & Holidays as needed  
Hours may vary

**Submit Application to:** Tule River Indian Tribe of CA  
ATTN: Human Resources Department  
340 N. Reservation Rd.  
Porterville, CA 93257  
E-mail: [teresa.ceballos@tulerivertribe-nsn.gov](mailto:teresa.ceballos@tulerivertribe-nsn.gov)

If you are interested in this position, please submit the following (**failure to submit the requested information may result in the disqualification of your application**):

- Application
  - Valid California Driver's License
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**PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN CANDIDATES, IN ACCORDANCE WITH THE INDIAN PREFERENCE ACT (TITLE 25, U.S. CODE SECTIONS 472 AND 473); VETERANS PREFERENCE**