



TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

JOB POSTING

Open

Opening Date: 04/26/2024

Closing Date: 05/09/2024

Position Title: Full Time Recreation Assistant

Department: Recreation

Work Schedule: Varies

Wage Rate: Pay Range 31: \$16.78- \$21.48/ Hr. / Overtime Eligible

If you are interested in this position, please submit the following:

- Completed Application
- High School Diploma or GED
- If claiming Tribal Preference please provide proof of Tribal Identification
- If claiming Veteran's Preference please attach DD214

All requested information must be in the **Tribal Administration Human Resources** office by 5:00PM on the closing date. *Incomplete applications or failure to submit the requested information will result in the disqualification of your application.*

Submit To:

Human Resources

Tule River Indian Tribe of CA

340 N. Reservation Rd.

Porterville, CA 93257

E-mail: Teresa.Ceballos@tulerivertribe-nsn.gov

IN-HOUSE APPLICANTS MUST SUBMIT AN APPLICATION TO THE HUMAN RESOURCES DEPARTMENT FOR ANY JOB OPENING(S) THEY ARE INTERESTED IN.



TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 N. Reservation Road, Porterville, CA 93257

JOB DESCRIPTION

open

TITLE: Full Time Recreation Assistant

WORKSITE: Tule River Recreation Center

308 N. Reservation Rd.

Porterville, CA 93257

GENERAL POSITION DESCRIPTION

The Recreational Assistant will assist in the implementation of a variety of recreational indoor/outdoor program/TANF activities for youth and adults, maintain an inventory of all supplies for indoor/outdoor activities, assist others in the department with following through with monthly calendar activities, encourage appropriate behavior from all who attend the gym or outings, document and maintain records of incident reports as needed for parents and directors, organize Recreation/TANF supplies and equipment, clean and maintain gym, vans, and any other designated area used in the course of an activity or project.

DUTIES & RESPONSIBILITIES:

1. Enjoy working with youth and adolescents.
2. General interest in sports, outdoors, and creative hands-on Recreation/TANF activities.
3. Prepare and schedule Recreation/TANF activities.
4. Monitor and help participants during Recreation/TANF activities.
5. Interact, supervise, and promote Recreation/TANF events and activities.
6. Receives, stores, and issues Recreation/TANF equipment and supplies as needed.
7. Monitors activities of children during Recreation/TANF trips or tours.
8. Must be able to work flexible hours when required.
9. Other duties as assigned.

QUALIFICATIONS:

1. Must possess a high school diploma or GED.
2. Must possess a valid California Class C Driver's License and be willing to obtain a passenger endorsement within (3) months of employment and be insurable through the Tribe.
3. Must successfully complete a TB Skin Test or have completed
4. Must successfully complete a pre-employment drug/alcohol screen and TANF background investigation.
5. Must be CPR and First Aid certified or obtain within (3) months of employment.
6. Must possess a Mandated Reporter Training Certificate or obtain certificate within (3) months of employment.
7. Must possess a Food Handler Certificate or obtain certificate within (3) months of employment.
8. Must be willing to work with all age groups and ethnic groups.

TRTC Approved 4/11/2022

9. If previously employed with the Tule River Indian Tribe of California entities, must have acceptable work history.

OTHER SKILLS & ABILITIES:

1. Must be patient.
2. Must be culturally sensitive to the Tribe's Culture.
3. Must speak and write clearly.
4. Must have experience with craft, arts, and indoor/outdoor games.
5. Basic reading and writing, and comprehensive skills.
6. Some basic computer and clerical skills.
7. Assure that the areas of use are accident free.

WORKING CONDITIONS:

Position requires balancing, bending, crouching, kneeling, reaching, and standing. Exposure to adverse weather conditions and temperature extremes. Exposure to wet and/or slippery surfaces. Frequently must be able to lift up to 10 pounds, normally must be able to lift up to 40 pounds, and occasionally must be able to lift up to 50 pounds. This job will require the use of a vehicle, and an employee must be able to have those repetitive motions and coordination associated with operating a motor vehicle and be able to work in/near active vehicular traffic. This position also requires tasks that require strenuous physical exertion.

This position reports to:	Recreation Assistant Director
Salary:	Pay Range 31: \$16.78/hr. - \$21.48/hr. Paid Bi-Weekly/ Overtime Eligible
Hours:	Varies
Benefits:	Medical, Dental, Vision, Flexible Spending Plan, PTO & 401K Plan.

PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN APPLICANTS IN ACCORDANCE WITH THE TULE RIVER INDIAN PREFERENCE ORDINANCE; VETERAN PREFERENCE