



## ***Picayune Rancheria of the Chukchansi Indians***

49260 Chapel Hill Drive, PO Box 2226

Oakhurst, CA 93614

(559) 412-5590 – FAX (559) 400-0340

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### **POSITION DESCRIPTION – AIEC ACTIVITIES AIDE**

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**Reports To:** AIEC Program Director

**Department:** Education

**Status:** Non-Exempt

**Salary Range:** DOE

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#### **SUMMARY AND SCOPE:**

The purpose of the Youth Activities Assistant is to assist in the planning, organization and set-up activities for the afterschool and summer enrichment programs for Chukchansi youth. This responsibility includes assisting in developing, implementing, and evaluating Educational Programs for youth in the Chukchansi community. Other responsibilities include helping in facilitating the flow of Chukchansi youth participants to and between recreational, academic and enrichment activities to ensure their safety and productive engagement in services provided. The Youth Activities Assistant reports to the AIEC Project Director and is responsible for helping, administering, and delivering educational programs for youth in the Chukchansi community.

#### **PRIMARY RESPONSIBILITIES:**

- Plan, assist, research, and develop educational programs for Chukchansi youth in the local community.
- Assist in the development and implementation of after-school and summer enrichment activities for Chukchansi youth.
- Communicate with Chukchansi youth to determine their personal and educational needs and interests.
- Aid in the research of funding sources and project requirements.
- Ensure a variety of educational, recreation, cultural and other programs are planned and implemented.
- Identify areas where new programs and services are needed.
- Monitor, schedule activities, facilities, and volunteers as required.
- Supervise work groups and volunteers as well as lead activities for Chukchansi youth.
- Supervise youth during free time, organized activities, and field trips.
- Prepare and distribute AIEC program information to families and tribal community.
- Maintain contacts with local, regional, and national tribal youth organizations.
- Must have strong communication and self-management skills.
- Ability to build trusting relationships with tribal youth.
- Must be a great role model for the youth participating in the program.
- Ability to transport youth to and from activities in PRCI vehicles.

- Participate in staff trainings, meetings, and events.
- Maintain cleanliness and efficiency of program areas.
- Perform other related duties as required.

### **MINIMUM QUALIFICATIONS:**

- High school diploma or GED **AND**
- One (1) year experience working in education or youth programs.
- Must be able to plan and execute activities for Chukchansi youth.
- Knowledgeable in word processing, desktop publishing, software programs (Microsoft Office).
- Must have valid driver's license with no restrictions.
- Must have (or be able to obtain and maintain when hired) current First Aid/CPR certification.
- Must be able to pass a pre-employment drug test and extensive background check.

### **PREFERRED QUALIFICATIONS:**

- Associate degree in Education, Child Development, or related field.
- Two (2) years' experience working in education or youth programs.

### **APPLICATION PROCESS:**

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

- Completed Application
  - Cover Letter and Resume
  - Documentation of completion of Education
  - If claiming Tribal Preference, please provide proof of Tribal Identification
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- All requested information must be submitted to the 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: PRCI Human Resources P.O. Box 2226 Oakhurst CA, 93644. You may also submit your application and all supporting documents via email: [jobs@chukchansi-nsn.gov](mailto:jobs@chukchansi-nsn.gov)

### **PRCI TRIBAL PREFERENCE:**

In accordance with applicable Tribal Law, and Title VII of the 1964 Civil Rights Act, the PRCI Administration shall give preference in hiring, promotion, transfer, and lay-off to enrolled members of the Picayune Rancheria of Chukchansi Indians. To qualify for this preference, applicants must submit verification of enrollment in the Tribe. Preference means that Tribal Members who meet the minimum

qualifications set forth in the job announcement and position description shall be hired before better qualified non-Tribal Members.

**INDIAN PREFERENCE STATEMENT:**

Under CFR 25, Part 276 and by Title VII of the Civil Rights Act, Section 701(b) and 703(i), preference in filling all vacancies provided to qualified PRCI Tribal Members and/or other American Indian/Alaska Native Candidates.

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(Employee Signature)

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(Date)

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(Human Resources Signature)

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(Date)