



## ***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 –ACTIVITIES AIDE**

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**Reports To:** Education Director

**Department:** BGCA/AIEC

**Status:** Non-Exempt/Fulltime

**Salary Range:** \$19.50 per hour

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

The BGCA/AIEC Activities Aide reports to and is under the supervision of the Boys and Girls Club CEO and is assigned under the overall supervision of the Education Director. The aide will work with the BGCA CEO to ensure all students are accounted for while in the program. It is the responsibility of the activities aide to provide instruction to students engaged in a specific program or activity. This position does involve working with and being responsible for students in small groups and taking the lead in larger group activities. Ensuring to provide safe, responsible, well supervised youth program while acting as a positive role model, coach and mentor. Aide will be responsible for setting up and cleaning up their academic environment.

#### **PRIMARY RESPONSIBILITIES:**

- Provide a positive environment where students are encouraged to be actively engaged.
- Setting up and cleaning up our program space.
- Making copies and putting together materials for the students.
- Working with small groups of students.
- Leading crafts, play, intervention or activity program is working on.
- Ensuring activities and environment are safe; including reporting any potentially unsafe conditions.
- Collaborating with peers to enhance the overall social and academic experience of our students.
- Modeling professional and ethical standards when dealing with students, parents, peers and community members.
- Establishing and maintaining cooperative working relationships with students, parents, peers and community members.
- Participating in professional development meetings and trainings.
- Following and enforcing rules and expectations of student behavior.
- Participation in special programs and/or events.
- Provide daily transportation to and from program using PRCI vehicle.
- Assist with daily meal preparation, snacks and hot meals.
- Perform other related duties as required.

#### **MINIMUM QUALIFICATIONS:**

- High school diploma or GED; high school students with valid job permit

- Experience in working with children
- Knowledge of youth development
- Ability to motivate youth and manage behavior problems
- Ability to deal with the general public
- Knowledge of Chukchansi culture, language and membership
- Ability to plan and implement quality programs for youth
- Ability to organize and supervise youth members in a safe environment
- Mandatory CPR, First Aid Certifications and Food Handlers License (will be provided in training if don't currently possess)
- Must have valid driver's license with no restrictions.
- Must be able to pass a pre-employment drug test and extensive background check.

**APPLICATION PROCESS:**

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

- Completed Application
- Resume
- Documentation of completion of Education
- If claiming Tribal Preference, please provide proof of Tribal Identification
- 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)