



## PICAYUNE RANCHERIA OF THE CHUKCHANSI INDIANS

### JOB POSTING CLOSING DATE: October 18, 2024

<b>Job Title:</b>	Activities Aide
<b>Reports to:</b>	BGCA CEO
<b>Salary Range:</b>	\$21.00 per hour
<b>Benefits:</b>	N/A
<b>Classification:</b>	Hourly, Non-Exempt
<b>Status:</b>	Part-Time
<b>Location:</b>	Oakhurst, CA

#### **JOB SUMMARY**

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.

#### **Essential Duties**

- 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.

#### **Qualifications**

##### **Education**

Minimum education required:

- High School diploma or GED required, High school students with a valid job permit.

##### **Experience**

Minimum experience required:

- One (1) year or more of experience in working with children
- Ability to motivate youth and manage behavior problems

- Ability to plan and implement quality programs for youth development.
- 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)
- Ability to use the internet, scanning, word processing, software, and communication programs such as PowerPoint, Word, Excel, Outlook, Adobe, Zoom, and Teams.
- Requires excellent organizational, problem solving and critical thinking skills.
- Must have valid driver's license with no restrictions.
- Must be able to pass a pre-employment drug test and extensive background check.

**Required Knowledge, Skills, and Abilities**

- Familiarity with the Tribe's Constitution, laws, and culture is preferred, but not required.
- Ability to work in a high-performance, fast-paced, high-pressure environment.
- Exceptional interpersonal and communication (verbal and written) skills.
- Adept at multi-tasking, have unquestionable integrity, with a commitment to accuracy.
- Organized with unfailing attention to detail and outstanding project management skills.
- High level of comfort/ease interacting with all levels in the Tribe.
- Ability to complete tasks in a timely and accurate manner
- Must operate and maintain confidentiality

**Application Process:**

***Submit the following:***

- Completed Application
- Resume
- If claiming Tribal or Native Preference, documentation is required
- All requested information must be submitted to the Human Resources office by **4:00PM 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 meet minimum qualifications of employment and submit verification of enrollment in the Tribe. Tribal preference means that Tribal Members who are equally qualified as non-tribal members will be hired. In addition, on the Human Resources Interview rubric that allows for a total of 75 points during interviews, Tribal members will be awarded an additional 7.5 points (10% of total allotted points) counted in the overall tally. Tribal members who are not Chukchansi will receive Indian preference by awarding five additional points (6.7% of the total allotted points).

**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

Date

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HR Representative Signature

Date