



Picayune Rancheria  
Of the  
**CHUKCHANSI INDIANS**  
49260 Chapel Hill Dr., Oakhurst, CA 93644

---

---

**POSITION DESCRIPTION – YOUTH ACTIVITIES ASSISTANT**

---

---

**Reports To:** AIEC Program Director

**Department:** AIEC

**Status:** Non-Exempt

**Salary Range:** DOE

---

**Summary & Scope of the Position:**

The purpose of the Youth Activities Assistant is to assist in the planning, organization and set-up activities for the after-school 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 in order 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:**

- Assist research and develop Educational programs for Chukchansi youth;
- Assist in the assessment of the Education program requirements of 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;
- Promote the development of Chukchansi youth organizations;
- Assist in evaluating the effectiveness of Education programs;
- Identify areas where new programs and services are needed;
- Plan and implement activities for Chukchansi youth;
- 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 on field trips;
- Encourage local Chukchansi youth to participate in regional and local programs;
- Monitor the use of equipment and facilities;

- Promote Chukchansi youth programs;
- Help to prepare and distribute the AIEC program information to families and tribal community and maintain contacts with local, regional, and national tribal youth organizations;
- Work as a liaison to tribal members;
- Assist in preparing a plan for Chukchansi youth activities;
- Work in partnership with staff in establishing and maintaining efficient operational procedures and consistent policies;
- Enhance the use of computer technology;
- 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:**

1. High school diploma or GED and 1-year experience working in education or youth programs, some child development courses preferred.
2. Must be able to plan and execute activities for Chukchansi youth;
3. Must have excellent communication and follow through skills, especially with tribal youth;
4. Must have strong self-management skills;
5. Must be enthusiastic, supportive, and a positive role model for youth and program volunteers being supervised;
6. Ability to perform the full range of office support work involving use of independent judgment requiring tact and diplomacy; work with groups or independently;
7. Basic knowledge of the use and operation of general office machines and equipment;
8. Knowledgeable in word processing, desktop publishing, software programs (Microsoft Office);
9. Basic computer technology skills;
10. Ability to work independently and with others;
11. Ability to build trusting relationships with tribal youth;
12. Understanding of child development stages;
13. Must have valid driver's license with no restrictions;
14. Must have (or be able to obtain and maintain when hired) current First Aid/CPR certification;
15. Must be able to pass a pre-employment drug test and extensive background check.

**PRCI Tribal Preference:**

Preference shall be given with respect to personnel decisions, layoffs, recalls, promotions, transfers, training and hiring. First, enrolled Tribal Members who meet the Basic Qualifications shall not be denied interview if another individual at a lower preference has higher qualifications than are necessary for the position. Second, after preference is provided to enroll Tribal Members, Native Americans who are enrolled members of a federally recognized tribe other than Picayune Rancheria of the Chukchansi Indians shall be provided preference over equally qualified non-Indian candidates, however if the non-Indian candidate is more qualified, a business decision may be made to hire or promote the best candidate.

**Native Preference:**

In accordance with Title VII 1964 Indian Civil Rights Act, Section 701(b) and 703(i), Preference in filling all vacancies will be given to qualified American Indian/Alaskan Native candidates.

---

(Approval Signature)

---

(Date)

---

(Employee Signature)

---

(Date)