



Rincon Band of Luiseño Indians

Contact Us:

One Government Center
Lane

Valley Center, CA 92082

Phone: (760) 749-1051

Hours: 8:00 am – 4:30 pm

Monday - Friday

www.rincon-nsn.gov



JOB ANNOUNCEMENT

Title: Playground Activity Aide

Requisition Num.: 029-2022

Open Date: 10/11/2022

Closing Date: Until Filled

Department: Education

Classification: Part-Time /Non- Exempt

Salary: Commensurate with Experience

Location: Valley Center, CA

Opportunity: Under general supervision and direction of the Education Manager, the Playground Activity Aide will provide child supervision on the playground and during other outdoor activities. Assists Education Department Staff in the safety and well-being of students; and intercedes in potentially harmful situations in accordance with Rincon Education Department procedures. This person will conduct business in a professional and cordial manner that will uphold the integrity and reputation of Rincon.

JOB RESPONSIBILITIES

The following duties are typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Provide playground supervision of students enrolled in the Afterschool Tutorial Program. Plan organized outdoor activities and maintain appropriate conduct of the youth.
- Inspects, reviews, and monitors campus to deter and prevent inappropriate behavior and eliminate potential safety hazards.
- Maintains appropriate student behavior per established policies, procedures, and employee conduct code.
- Reports inappropriate student behavior to Education Manager.
- Refers student discipline issues to teacher or Education Manager.
- Assist with the planning, setting-up, conducting, and cleaning-up of weekly Fun-Friday programs, special events, trips, and other programs offered through the Education Department.
- Help develop a calendar of events that include weekly and daily activities to promote a healthy active lifestyle.
- Check in students to the program as they arrive on the bus or by car. Makes sure that students are safely walking into the building and head to their assigned classrooms.
- Is responsible for walking the entire perimeter of the playground to make sure there are no hazards and that all equipment is in good working condition.
- Assists in keeping work areas in an orderly and neat condition, including daily cleaning of the playground, tables and empties the trash as necessary.

To Apply:

Employment with the Rincon Band of Luiseño Indians begins by filling out an application and resume and turning it in to the Human Resources Department at the Government Center or emailing it to jobs@rincon-nsn.gov.

To work for the Rincon Tribe, you minimally need:

- High School Diploma or GED
- A valid California driver's license

Applications which are not completely filled out will not be considered.

Preference:

Tribal preference will be given to eligible Rincon Tribal Members who meet the minimum qualifications. Background investigation drug and alcohol screening are required as a condition of employment. Rincon Band of Luiseño Indians is an equal opportunity employer.

JOB RESPONSIBILITIES CONT'D

- Distributes, monitors, and maintains equipment and supplies. Notifies Education Manager when equipment is broken or needs to be replaced.
- Establishes positive working relationships with students, their families and other Rincon departments.
- Encourages students to develop good habits and promotes courtesy among students.

OTHER DUTIES

- Demonstrates an awareness and appreciation of the cultural diversity of the community.
- Maintain a clean and safe working environment.
- Adhere to safety standards and regulations of the Tribal Council.
- Handle all confidential and proprietary information in accordance with policies and procedures.
- Attend required meetings and training
- Perform other related duties as required.

JOB QUALIFICATIONS

Education/Experience and/or Training:

- Graduation from a U.S. high school, G.E.D. or equivalent from a U.S. institution, or a California High School Proficiency Examination (CHSPE) certificate is required.
- Any combination of education and/or experience that has provided the knowledge, skills and abilities necessary for a Playground Aide.
- Six months of experience in supervising or working with students in an organized setting.
- Interpersonal skills using tact, patience and courtesy.
- The ideal candidate should be familiar with developing and leading activities for children or teens.
- Experience working with Native American communities and culture (preferred).

Licenses or Certifications:

The following license and certification are required to be maintained throughout employment and are not subject to waiver:

- Valid California Driver's License. Must maintain a satisfactory driving record with the DMV.
- Must have the ability to obtain CPR and First Aid Certification

Work-Related Knowledge:

- Observe and provide limited control of the behavior and activities of students.
- Establish good rapport with students.
- Recreational games, sports (recreational and competitive), crafts, tournaments or other specialized areas
- Recognize hazardous situations and improper activities.
- Take an active role in providing leadership and discipline to all ages

Selection Process:

All applications will be reviewed and the most appropriately qualified individuals will be invited to continue in the selection process. The process may include a written and/or oral examination to assess job related education, experience and training.

Resumes will not be accepted in lieu of completed application forms, but may be attached.

To Apply:

Employment with the Rincon Band of Luiseño Indians begins by filling out an application and resume and turning it in to the Human Resources Department at the Government Center, or emailing it to jobs@rincon-nsn.gov.

Applications which are not completely filled out will not be considered.

Work-Related Knowledge Cont'd:

- Be creative and innovative with recreation programs dealing with children and teens
- Provide information and communicate in a clear and efficient manner
- Exercise good judgement.
- Establish and maintain effective relationships with co-workers, supervisors, volunteers, patrons, public and private agencies, general public and special groups
- Maintain attendance records, prepare reports, activity calendars, maintain registration records and provide customer service
- Take direction from supervisors and implement directives successfully
- Excellent interpersonal skills, ability to communicate effectively both orally and in writing; be able to establish and maintain effective working relationships.
- Strong organizational skills and the flexibility and ability to manage time and multiple tasks with little supervision.
- Proficiency with all current Microsoft Office programs as well as any other software programs, online communication platforms and other technology necessary to perform the job.
- Experience developing communication materials, including PowerPoint presentations, flyers, brochures, booklets, etc.
- Successful applicants will be a creative thinker, an energetic self-starter who enjoys new challenges and are able to function comfortably in a fast-paced team environment or independently.