

# JOB ANNOUNCEMENT

**Title:** Recreation Activity Leader

**Requisition Num.:** 006-2023

**Open Date:** 02/21/2023

**Closing Date:** Until Filled

**Department:** Recreation

**Classification:** Full-Time / Non- Exempt

**Salary:** \$18.25 - \$21.00 (hourly)

**Location:** Valley Center, CA

**Opportunity:** Under general supervision of the Recreation Manager and/or the Recreation Coordinator, the Recreation Activity Leader will provide leadership and functional supervision to the Tribal recreation programs, activity or services. Direct and /or lead the activities of the recreational programs. 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 of 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.*

- Assist with the planning, setting-up, conducting, and cleaning-up of drop-in/after school programs, special events, trips, and other programs offered through the Tribal Recreation Department.
- Assist in the development, implementation and administration of programs.
- Leads in the training and assignment of duties for recreation aides, and volunteers.
- Maintain records and public information areas, file, make appointments, answer telephone calls, accepts class registration fees, and answers customer's questions.
- Maintains order among patrons.
- Assist with facility usage of staff and patrons.
- Assists in facilitating and organizing recreation activities including excursions, special events, and facility usages and sports programs.
- Lead children at parks or facilities, and lead group activities.
- Distributes, monitors, and maintains equipment, and supplies.
- Assists in preparing program and event publicity including news releases, flyers, and brochures.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, Rincon Recreation management and staff, and the public.



## 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](http://www.rincon-nsn.gov)



## 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](mailto: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.

---

## 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.
- Ability to multi-task while maintaining vigilant attention to detail.
- Attends required meetings and trainings.
- 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 Recreation Leader. The ideal candidate should be familiar with developing and leading activities for children or teens.
- Three (3) years of progressive experience conducting and developing similar programs is highly preferred.
- 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:

- Recreational games, sports (recreational and competitive), crafts, tournaments or other specialized areas
- Take an active role in providing leadership and discipline to all ages
- Be creative and innovative with recreation programs dealing with children and teens
- Provide information and communicate in a clear and efficient manner
- 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

### 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](mailto:jobs@rincon-nsn.gov).

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

### Benefits

The Rincon Band of Luiseño Indians offers a comprehensive and competitive benefit package for full-time and qualifying part-time employees. Benefit include the following:

- Health & Wellness Coverage: Medical, dental and vision coverage
- Generous Paid Time Off (PTO) Accrual
- Holidays: Full-time employees and qualifying part-time employees are eligible for eleven (11) full paid holidays, and four (4) half day (4 hours) paid holidays.
- Comprehensive Annual Performance & Merit Reviews
- Job Training based on Business Needs
- Life and Long Term Disability: \$100,000 employer paid Life Insurance and Long Term Disability
- Flexible Spending Accounts: Healthcare and Dependent care reimbursement accounts
- Supplemental Life and Accidental Death and Dismemberment (AD&D) Insurance
- Supplemental Coverage: Disability, Accident, Cancer, Life and Hospital Confinement
- Retirement: 401(k) retirement plan with a generous employer match
- Company Events: Rincon Tribal Government holds great social events for employees and occasionally raffle many prizes.

---

### Rincon Tribal Government – Core Values

*Trust*

*Integrity*

*Open and Honest Communication*

---