



## Rincon Band of Luiseno 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)



# JOB ANNOUNCEMENT

**Title:** Recreation Manager

**Requisition Num.:** 002-2025

**Open Date:** 01/13/2025

**Closing Date:** Until Filled

**Department:** Recreation

**Classification:** Full-Time/ Exempt

**Salary:** Commensurate with Experience

**Location:** Valley Center, CA

**Opportunity:** Under the direct supervision of the Tribal Administrator, the Recreation Manager is responsible for the management of all recreation facilities that will ensure clean and safe opportunities for sport and recreation activities for the community. This includes performing all associated administrative/department functions, duties and responsibilities. Some duties include managing assigned employees; developing and administering the Rincon Tribal recreation programs; coordinating overall operations of the Rincon Parks & Recreation Department; maintenance of grounds, buildings and equipment; performing administrative activities to include maintaining records, payroll and budget. This position is responsible for meeting the Tribal Parks & Recreation goals and objectives of the Rincon Band of Luiseno Indians under the direction of the Director of Tribal Administration. This person will conduct business in a professional and cordial manner that will uphold the integrity and reputation of the Rincon Tribal Government. This position maintains a thorough working knowledge of and adheres to tribal policies, regulations, and procedures.

### 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.*

- Administers all operations, activities and policies of the Rincon Parks and Recreation Department.
- Prepares a recreation plan to ensure that programs are delivered within guidelines and budgets.
- Coordinate an active community relations campaign to promote recreational and cultural programs.
- Tours the Reservation parks to assess development and necessary maintenance.
- Develops, promotes and organizes a variety of recreational programs; works with Tribal members and various Tribal organizations to determine recreational interests/needs; oversees scheduling of athletic facilities; maintains schedules/records of use of parks and recreation facilities.
- Establishes and recommends fees for Tribal recreation programs where applicable.

**JOB RESPONSIBILITIES CONT'D**

**To Apply:**

Employment with the Rincon Band of Luiseño Indians begins by filling out an application and resume and turning it into 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.**

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**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.

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- Facilitates public relations, marketing and promotions; communicates and publicizes availability of facilities and recreation programs.
- Formulates policies and procedures; seeks approvals from Tribal Administrator as appropriate; interprets/administers policies, rules and regulations; monitors adherence to licensure requirements where applicable.
- Manages, directs, and evaluates assigned staff, handling employee concerns and problems, assigning work, counseling, and recommending disciplinary and other personnel actions.
- Prepares/presents annual fiscal budget; administers approved budget; prepares/implements capital improvements budget.
- Maintains inventory of materials, equipment, and supplies; initiates orders for new or replacement materials.
- Ensure recreation facilities are maintained in order to ensure a safe, clean and appropriate environment for recreation activities.
- Prepares and/or generates routine correspondence, letters, memoranda, forms, reports and other documents via computer.
- Responds to routine requests for information from Rincon Tribal officials, employees, members of the staff, the public or other individuals.
- Answers the telephone; provides information; returns calls as necessary.
- Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations.
- Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.
- Prioritizes and plans work activities; plans for additional resources; sets goals and objectives; organizes or schedules department staff and their tasks; develops realistic action plans.
- Ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.
- Proficient with Microsoft product (Word, Excel, etc.), internet software appropriate storage of electronic files and operation of a workstation (turning on/off, knowledge of basic functions and components) and general office equipment, use/storage maintenance of multiple usernames and passwords and computer related problem, problem solving skills through the use of available trainings and helpdesk.
- Provides written, oral, and computer based presentations to Tribal Council, General Membership and other individuals for program reporting, project status, and community outreach.
- Attend, coordinate and develop: meetings, conferences, and trainings to remain current on all national, regional, and local issues pertaining to Tribal recreation issues.
- The employee must be able to handle frequent interruptions and must also multitask and interact with a wide variety of people on various and, at times, complicated issues.
- The employee must be able to adapt to changes in the work environment; manage competing demands; change approach or method to best fit the situation; be able to manage delays or unexpected events and use reason when dealing with challenging topics.

### 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. All prospective employees must live within a 50-Mile Radius from the Rincon Government Center.

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

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### OTHER DUTIES

- Follow established government policies and those outlined in the Rincon Tribal Government Employee Handbook and on our government employee portal.
- 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.
- Other duties may be assigned at the discretion of the Tribal Administrator or designee to fulfill the government's needs, objectives and/or goals.

### QUALIFICATIONS/KNOWLEDGE, SKILLS, AND ABILITIES

- Must be able to represent the Rincon Tribal Government effectively and professionally in a public venue.

#### **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.
- Bachelor's Degree in Parks & Recreation Administration, Public Administration, Physical Education or similar degree required.
- Five (5) years of parks/recreation management experience (to include supervisory experience), preferably within a local government (or related); or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job highly 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.

#### **Work-Related Knowledge:**

- Knowledge of topics related to the job of Parks & Recreation
- Knowledge of developmental/administrative operations, and staffing plans/objectives for the expedience and effectiveness of specific duties of the department.
- Knowledge of recreation policies, methods, computer operations, equipment needs, etc. as they pertain to departmental operations and activities.
- 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.

**Benefits**

The Rincon Band of Luiseño Indians offers a comprehensive and competitive benefit package for full-time and qualifying part-time employees. Benefits 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.

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**Rincon Tribal Government – Core Values**

*Trust*

*Integrity*

*Open and Honest Communication*

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