



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



JOB ANNOUNCEMENT

Title: Recreation Coordinator

Requisition Num.: 020-2025

Open Date: 04/10/2025

Closing Date: Until Filled

Department: Recreation

Classification: Full-Time/ Non-Exempt

Salary: Commensurate with Experience

Location: Valley Center, CA

Opportunity: Under the direct supervision of the Recreation Manager, the Recreation Coordinator is responsible for assisting with activities and operations of the Rincon Recreation Department. This includes performing associated recreation administrative duties and responsibilities. Some duties include assisting with the development and administration of Tribal recreation programs; coordinating and maintaining the use of equipment; transporting and supervision of children to various events. This position is responsible for supporting the recreation goals and objectives of the Rincon Band of Luiseno Indians under the direction of the Recreation Manager. This person will conduct business in a professional and cordial manner that will uphold the integrity and reputation of Rincon. 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.

- Assist in the administration of all operations, activities, and policies of the Rincon Recreation Department.
- Assist in the development, promotion, and organization of a variety of recreational programs; works with Tribal members and various Tribal organizations to determine recreational interests/needs; maintains schedules/records and use of recreation facilities.
- Assist with public relations, marketing, and promotions; communicate and publicize availability of facilities and recreation programs to the Rincon Tribal community.
- Maintain inventory of materials, equipment, and supplies; submit orders for new or replacement materials to the Recreation Manager.
- Assist in the preparation and/or generation of routine correspondence, letters, memoranda, forms, reports, and other documents via computer and/or typewriter.
- Transport local community children and adults to special events utilizing company vehicles. Supervise, monitor, and assume responsibility for all underage children that are under your charge during approved recreational activities.
- 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.

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.

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

- Uses knowledge of various software programs to operate a computer in an effective and efficient manner.
- Attend, coordinate, and develop meetings, conferences, and training to remain current on all national, regional, and local issues pertaining to Tribal recreation issues as directed.
- Assist Recreation Manager with written, oral, and computer-based presentations to Tribal Council, General Membership and other individuals for program reporting, project status, and community outreach.
- Support Recreation Manager to ensure recreational facilities are maintained in order to provide a safe, clean and appropriate environment for recreational activities.
- Works within approved budget; develops and implements cost saving measures; contributes to profits and revenue; conserves organizational resources.
- 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.
- Proficient with Microsoft products (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 problems, problem solving skills through the use of available training and helpdesk.
- Completes tasks correctly and on time while demonstrating accuracy and thoroughness.
- Follows instructions; responds to management direction; takes responsibility for own actions; keeps commitments; completes tasks on time or notifies appropriate person with an alternate plan.
- There are multiple deadlines associated with this position and the employee may be required to work long hours when necessary to reach goals with the approval of management.
- 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.
- Ensure work responsibilities are covered when absent; arrive at meetings and appointments on time.

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:

- 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.
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- Attend required meetings and training.
- Follow established government policies and those outlined in the Rincon Tribal Government Employee Handbook and on our government employee portal.
- Ability to multi-task while maintaining vigilant attention to detail.
- Other duties may be assigned at the discretion of the Manager 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.
- Associate degree in Parks & Recreation Administration, Public Administration, Physical Education or similar degree (preferred).
- One (1) year of recreation program 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. Graduation from college and two years of related experience; or an equivalent combination of education and experience.
- Exceptional organizational, verbal, written communication, proofreading and presentation skills.
- High proficiency in Microsoft Office products: Word, Excel, Outlook, and PowerPoint.
- Strong attention to detail, planning skills, and ability to accomplish multiple priorities in a fast-paced environment working with multi-level distractions.
- Extremely well organized, proactive, punctual, and reliable.
- Ability to exercise good judgment in a variety of situations.
- An ability to effectively and efficiently plan and coordinate projects.
- The ability to research and analyze various different types of data information.

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.
- Literacy Strengths: Writes clearly and informatively; varies writing style to meet needs; presents numerical data effectively; able to read and interpret written information.

WORK-RELATED KNOWLEDGE:

- Strong organizational skills and the flexibility and ability to manage time and multiple tasks with little supervision.
- Knowledge of topics related to Park & Recreation programs.
- Knowledge of recreation policies, methods, computer operations, equipment needs, etc. as they pertain to departmental operations and activities.
- 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.

Rincon Tribal Government – Core Values*Trust**Integrity**Open and Honest Communication*
