



RINCON BAND OF LUISEÑO INDIANS

JOB DESCRIPTION

DEPARTMENT: Education
JOB TITLE: Playground Activity Aide
REPORTS TO: Education Manager

FLSA STATUS: Hourly
PAGE: 1
Pay Grade: C10

OVERALL PURPOSE

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 the Rincon Tribal Government. This position maintains a thorough working knowledge of and adheres to tribal policies, regulations, and procedures.

ESSENTIAL FUNCTIONS

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.

- 1. Provide playground supervision of students enrolled in the Afterschool Tutorial Program. Plan organized outdoor activities and maintain appropriate conduct of the youth.**
- 2. Inspects, reviews, and monitors the campus to deter and prevent inappropriate behavior and eliminate potential safety hazards.**
- 3. Maintains appropriate student behavior per established policies, procedures, and employee conduct code.**
- 4. Reports inappropriate student behavior to the Education Manager.**
- 5. Refers student discipline issues to a teacher or the Education Manager.**
- 6. 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.**
- 7. Help develop a calendar of events that include weekly and daily activities to promote a healthy active lifestyle.**
- 8. Check in students to the program as they arrive on the bus or by car. Make sure that students are safely walking into the building and head to their assigned classrooms.**
- 9. 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.**
- 10. Assists in keeping work areas in an orderly and neat condition, including daily cleaning of the playground, tables and empties the trash as necessary.**
- 11. Distributes, monitors, and maintains equipment and supplies. Notifies the Education Manager when equipment is broken or needs to be replaced.**
- 12. Establishes positive working relationships with students, their families and other Rincon departments.**
- 13. Encourages students to develop good habits and promotes courtesy among students.**



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OTHER DUTIES

1. Follow established government policies and those outlined in the Rincon Tribal Government Employee Handbook and on our government employee portal.
2. Demonstrates an awareness and appreciation of the cultural diversity of the community.
3. Maintain a clean and safe working environment.
4. Adhere to safety standards and regulations of the Tribal Council.
5. Attends required meetings and trainings.
6. Perform other related duties as required.
7. Other duties may be assigned at the discretion of the Manager or designee to fulfill the government's needs, objectives and/or goals.

SUPERVISION ADMINISTERED

QUALIFICATIONS/KNOWLEDGE, SKILLS, AND ABILITIES

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

EDUCATION AND/OR EXPERIENCE:

- 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/ABILITIES

- 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
- 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
- Strong organizational skills and the flexibility and ability to manage time and multiple tasks with little supervision.
- 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



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PROBLEM-SOLVING SKILLS

- Identify problems, inform others, and provide information to assist with solving the problem

VERBAL & WRITTEN COMMUNICATION SKILLS

- Excellent interpersonal skills, ability to communicate effectively both orally and in writing; be able to establish and maintain effective working relationships.
- Complete and maintain documentation/records

MATH SKILLS

- Basic mathematical skills, such as the ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

COMPUTER SKILLS

- MS Office Professional, Excel – spreadsheet budget formatting
- Digital data storage
- Internet/E-mail
- Word Processing Software

MENTAL DEMANDS

- Concentration / Attentiveness
- Independent Judgment and Discretion
- High Level of Decision Making
- Manage Multiple Projects / Tasks
- High Level of Record Keeping
- Respond to Angry / Upset Individuals
- High Pressure for Results
- Read and comprehend instructions / work orders

PHYSICAL DEMANDS:

- **FREQUENTLY INCURRED** (25 – 75% time on job)
 - Position requires prolonged sitting, standing, walking, running, physical exercise, kneeling, squatting and stooping in the performance of daily activities. The position also requires repetitive hand movement and fine coordination in preparing reports using a computer keyboard.
 - Talking and hearing are essential to communicate with employees, vendors, and staff in individual, department, small and/or large group meetings. Specific vision abilities required by this job include reading, distance, computer, and color vision.
- **OCCASIONALLY INCURRED** (up to 25% time on job)
 - Bend, Hear, Lift/Move 40 lbs., and Operate a Vehicle
 - Additionally, the position requires both near and far vision in reading written reports and work related documents.
 - Any lifting and/or moving over 50 pounds needs to be done in a team lift or the use of a utility dolly.

WORKING CONDITIONS

- **OCCASIONALLY INCURRED** (up to 25% time on job)
 - Employees in this classification will work indoors and outdoors; in seasonal heat and cold or adverse weather conditions, in direct contact with public, students, and Rincon Government personnel, and in the absence of direct supervision. Work with various recreation equipment, exposure to some chemicals, and exposure to noise above 85DB, work outside, and exposure to various weather conditions. May be required to work at night, weekends and/or holidays.



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PERSONAL PROTECTIVE EQUIPMENT

- **OCCASIONALLY INCURRED** (up to 25% time on job)
 - Recreation protective equipment, Hearing Protection, Safety Glasses, Respirator, and Gloves: latex, work gloves, etc.

TOOLS AND EQUIPMENT

- Field Equipment: Video Cameras and Digital SLR Cameras
- Use of various office equipment, i.e., copier, fax, shredder, printer, etc.

I have read this job description and fully understand the requirements set forth therein. I understand that this is to be used as a guide and that I will be responsible for performing other duties as assigned. I further understand that this job description does not constitute an employment contract with Rincon Band of Luiseño Indians.

Employee Signature

Date

Printed Name

Job Title

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.