



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 Activity Aide

Requisition Num.: 026-2025

Open Date: 07/22/2025

Closing Date: Until Filled

Department: Recreation

Classification: Part-Time/ Non- Exempt

Salary: Commensurate with Experience

Location: Valley Center, CA

Opportunity: Under general supervision of the Recreation Manager, the Recreation Activity Aide position assists with the operation and safe implementation of Tribal recreational programs, activities or services. This classification is casual employment. 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 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.
- Responsible for the organization and inventory of recreation supplies and equipment.
- Assists with the training, leadership, and assignment of duties for volunteers as required.
- Maintain records and public information areas, file, make appointments, answer telephone calls, accepts class registration fees, and answers customer's questions.
- Assists in maintaining order among patrons.
- Assists in facilitating and organizing recreation activities including excursions, special events, and facility usages and sports programs.
- Assists in leading children at parks or facilities and leads group activities.
- Distributes, monitors, and maintains equipment and supplies.
- Assists in preparing program and event publicity.
- Establishes positive working relationships with representatives of community organizations, Rincon Recreation management and staff, and the public.

OTHER DUTIES

- Demonstrates an awareness and appreciation of the cultural diversity of the community.
- Ability to multi-task while maintaining vigilant attention to detail.
- Follow established government policies and those outlined in the Rincon Tribal Government Employee Handbook and on our government employee portal.

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.

OTHER DUTIES CONT'D

- 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.
- Attends required meetings and trainings.
- 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 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.
- Any combination of education and/or experience that has provided the knowledge, skills and abilities necessary for a Recreation Aide. 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 directions from supervisors and implement directives successfully
- 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

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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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
