

PALA BAND OF MISSION INDIANS

Human Resources PMB#50 35008 Pala Temecula Rd PALA, CA 92059

JOB DESCRIPTION

Title: Sports Coordinator
Department/Division: Pala Youth Club
Status: Part-Time \$10.00/ HR M-F 2PM-6PM, Full-Time during Summer
Supervisor: Pala Youth Club Director
Subordinates: None

POSITION SUMMARY:

Under the direction of the Pala Youth Club Director, the Sports Coordinator will be responsible for implementing, preparing and planning daily recreational activities at the club. Provide leadership and administration of sports/skills program.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plan, organize and direct recreational programs at the club, including but not limited to: baseball, softball, basketball, football and volleyball, arts and crafts, cooking and overall supervision of children 6-18 years of age.
- Recruit, direct and supervise the work of volunteers for the delivery of recreational activities at the club.
- Promote and stimulate interest and participation of club members in recreational activities and sports offered at the club.
- Requisition and submit for approval of supplies and other materials needed for club activities.
- Teach basic skills and applicable rules for recreational activities and sports programs.
- Incorporate Character Counts values in all recreational activities and sports programs.
- Responsible for organizing indoor and outdoor activities, field trips and fund raising activities.
- Perform other duties as assigned.

KNOWLEDGE, SKILLS, CERTIFICATIONS AND ABILITIES:

- Knowledge of games, rules and safety procedures, programs and a variety of sports.
- Knowledge of variety of arts and crafts equipment, recreational games and sport equipment.
- Ability to visualize and speak to children to where they understand.
- To observe and monitor behavior of children and enforce safety rules.
- Verbal ability to exercise independent judgment.
- Certified in First Aid, CPR and current Food Handler's card.

MINIMUM QUALIFICATIONS:

- High School graduate or equivalent education (GED).
- Must have a valid California Driver's License. Also, an attached printout from the Department of Motor Vehicle is needed to pass a security background check.
- Must acknowledge and agree to maintain a Drug-Free workplace as a condition of employment with the Pala Band of Mission Indians. **Must pass pre-employment and random drug testing during employment. A background check will be required.**
- Indian preference will apply. The Pala Band of Mission Indians will give hiring preference to fully qualified applicants that are Pala Tribal Members. Pala Band of Mission Indians is an equal opportunity employer.

OTHER REQUIREMENTS:

All employees are expected to follow the Tribal Personnel Policies and Procedures of the Pala Band of Mission Indians and must adhere to any additional applicable addendums.

HOW TO APPLY

PLEASE SUBMIT A RESUME AND APPLICATION TO:

Pala Band of Mission Indians
Human Resources Department – Attn: Lisa Rios
PMB#50 35008 Pala Temecula Road
Pala, CA 92059
Email hr@palatribe.com or lrios@palatribe.com

CLOSING DATE: OPEN UNTIL FILLED

Posted: 10-13-11