



**JOB DESCRIPTION**  
**Bishop Tribal Council**  
**Bishop, California**

**Position:** Youth Activities Assistant  
**Department:** Administration  
**Supervised by:** Community Project Coordinator  
**Pay Range:** T-3 \$12.36- \$17.30/Hr (\$25,708-\$35,984/annually)  
**FLSA Status:** Part-Time; Non-Exempt, Hourly

**General Duties:** Assist the Community Project Coordinator with providing youth focused family and community activities, including but not limited to athletic events, outdoor field trips, cultural events, Family Formation Gatherings and other activities.

**Responsibilities:**

- Assist the Community Project Coordinator in planning and implementation of activities and youth worker program.
- Provides hands – on instruction/ leadership, including but not limited to, in the areas of sports, recreation, arts and crafts or other family formation and prevention activities.
- Establishes and maintains cooperative working relationships with members of the community, youth, parents, and partnership staff.
- Perform at hours reflective to Community Access, this includes evenings and weekends.
- Drive participants to and from activities.
- Other duties as assigned.

**Supervisory Responsibilities:** None

**Competencies:** To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

- Decision Making—the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully to make the responsible decision.
- Interpersonal Skills—the individual maintains confidentiality, remains open to others' ideas and exhibits willingness to try new things.
- Oral communication—the individual speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills and conducts meetings.
- Written communication— Ability to write clear and concise reports, memoranda, directives and letters.
- Customer Oriented – the individual delivers excellent service to both internal and external customers in a friendly and courteous manner.
- Time Management—the individual prioritizes and plans work activities; uses time efficiently and develops realistic action plans.
- Detail Oriented—the individual demonstrates accuracy and thoroughness and monitors own work to ensure quality.
- Adaptability—the individual adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.

- Reliability—the individual is consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.
- Organized—the individual keeps clean and organized workspace and projects.
- Motivated—the individual inspires self and others about them to get the job done and follow through on tasks.

**Experience and Education:**

- High School Diploma/GED required.
  - 1-2 years equivalent experience working with families desired.
  - Experience working with Native American communities in different areas.
  - Ability to plan and implement workshops for families and youth.
  - Must be computer literate and able to operate specific educational software.
- **Other Requirements:**
- Must be able to work weekends as necessary.
  - Must have and maintain a valid California Driver's License and to be insurable under the Tribe's existing automobile insurance policy. DMV printout required with application
  - The individual must have the ability to work with people from diverse cultures, ethnic and socio-economic backgrounds and possess a basic knowledge of Native American communities and always maintain cultural sensitivity.
  - The individual must comply with the Driving Policy, Drug-Free Workplace, and the Pre-Employment Selection policy.
  - Shall be required to submit to a physical examination including TB skin test.

**Signatures**

This job description has been approved by all levels of management:

Manager: \_\_\_\_\_

HR: \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

**Indian Preference:**

Native American Indian preference shall apply pursuant to the Bishop Tribal Employment Rights Ordinance No. 1992-01 (as amended on June 28, 2012) and the Indian Self-Determination and Education Assistance Act (24USC450 ET SEQ), 25FR271.44 and other relevant laws