



## **JOB DESCRIPTION**

**Bishop Paiute Tribe  
Bishop, California**

**Position:** Family Formation Activities Assistant  
**Department:** Administration  
**Supervised by:** Community Project Coordinator  
**Pay Range:** T-2 Not to exceed \$12.00 per hour  
**FLSA Status:** Temporary – On-Call

**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.
- Availability at hours reflective to Community Access, this includes evenings and weekends.
- Drive participants to and from activities.
- Ability to plan and implement workshops for families and youth
- Other duties as assigned.

**Supervisory Responsibilities:** None

### **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.
- Must be computer literate and able to operate specific educational software.

### **Other Requirements:**

- Must be able to work nights and weekends as necessary.
- Must have a valid California Driver's License and be insurable under the Tribe's automobile insurance policy.
- 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.

**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