



JOB DESCRIPTION

Bishop Paiute Tribe
Bishop, California

Position: Boys and Girls Club Program Assistant
Department: Boys and Girls Club
Supervised by: Boys and Girls Club Coordinator
Pay Grade: NE4 \$21.46 - \$27.89 Hourly DOQ
FLSA: Non-Exempt, Hourly / Part-Time

Position Summary: Under the supervision of the Boys and Girls Club Coordinator, the Boys and Girls Club Program Assistant will provide assistance in planning, implementation and supervision of programs and activities at the Boys and Girls Club. This role will ensure a safe and positive environment for all program participants.

Indian Preference: The Bishop Paiute Tribe is an Equal Opportunity Employer within the confines of the Native American Preference and the Bishop Paiute Tribal Employment Rights Ordinance No. 1992-01 (as amended on June 28, 2012) and the Indian Self Determination and Education Assistance Act (24 U.S.C. 450, et seq.), 25 CFR 271.44 and other relevant laws.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

ESSENTIAL DUTIES:

1. Assist in the planning and executing of daily program activities for youth in kindergarten – 12th grades.
2. Assist with organizing special events, supervision during field trips, and recreational outings with youth.
3. Exhibit patience and a positive attitude that promotes an atmosphere conducive to youth engagement and achievement that includes cultural understanding and reinforces the youth's self-esteem.
4. Maintain contact with parents of the youth they work with and share relevant information.
5. Organize the transporting of students from the Boys and Girls Club to their designated drop-off areas.
6. Attend meetings, trainings, workshops, and assist with program wide events and site-based family activities.
7. Assist with purchasing, meal preparation, set up and clean up for activities.
8. Perform clerical and custodial duties as needed.
9. Commits to continued professional development to acquire, hone, maintain, and/or advance the knowledge and skills needed for optimal job performance.
10. Other duties as assigned by management.

SUPERVISORY RESPONSIBILITIES:

None

EDUCATION AND EXPERIENCE:

- High school diploma or GED equivalent.
- Minimum of one (1) year experience working with students in kindergarten – 12th grades.

OTHER REQUIREMENTS:

- Travel is required for training, meetings, conferences, presentations, and other events.
- Provide proof of current TB skin test or can obtain a TB skin test prior to employment.

- Frequent driving to sites, training, and home visits sometimes in outlying areas.
- Obtain CPR and First Aid certification and a food-handling certificate, or willing to take classes immediately upon hire.
- Must be computer literate and be able to operate standard educational software.
- Must be able to work evenings, weekends, and holidays as needed.
- Must be able to participate in educationally related activities (such as field trips, etc.) outside the normal tutoring schedule.
- Must have a valid Driver License and be insurable under the Tribe's existing automobile insurance policy.
- 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.
- Must comply with the Bishop Paiute Tribe's organizational policies and laws.

COMPETENCIES:

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

1. *Decision Making* – the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully to make the responsible decision.
2. *Interpersonal Skills* - the individual maintains confidentiality, remains open to others' ideas and exhibits willingness to try new things; ability to interact and maintain good working relationships with individuals of varying cultural and social backgrounds.
3. *Analytical Skills* - Ability to analyze operational, statistical and financial information and draw logical conclusions; compare and interpret facts and figures.
4. *Communication* – Ability to communicate clearly both verbally and in-writing; ability to write clear and concise reports, memoranda, directives and letters.
5. *Customer Oriented* – the individual delivers excellent service to both internal and external customers in a friendly and courteous manner.
6. *Time Management* – the individual prioritizes and plans work activities, uses time efficiently and develops realistic action plans.
7. *Detail Oriented* – the individual demonstrates accuracy and thoroughness and monitors own work to ensure quality.
8. *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.
9. *Reliability* – the individual is consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.
10. *Organized* – the individual keeps clean and organized workspace and projects.
11. *Motivated* – the individual inspires self and others about them to get the job done and follow through on tasks.
12. *Technology Skills* – Operates various word-processing, spreadsheets, accounting, database software programs in a Windows environment.
13. *Safety Oriented*- Observes surroundings to maintain a safe working environment for community members and co-workers.

PHYSICAL REQUIREMENTS

To perform this job successfully, the staff member must be able to perform each essential duty satisfactorily. The demands described here are representative of those encountered while performing the essential functions of the job.

- Regularly is required to stand, walk, and sit; use hands to finger, handle, or feel; reach with hands or arms; and talk or hear.
- Occasionally is required to climb or balance; stoop, kneel, crouch or crawl
- Occasionally be required to lift and/or carry up to 50 lbs.
- Work is generally performed in an office setting and occasionally in an outdoor environment.

I hereby acknowledge that I have read and reviewed this Job Description with my Supervisor / Manager. I also acknowledge that I have full and complete understanding of this Job Description and agree to the above noted job responsibilities/conditions.

Employee
Signature: _____

Date: _____

Manager/Supervisor:
Signature: _____

Date: _____

