

**CHEMEHUEVI INDIAN TRIBE**  
**P. O. Box 1976**  
**Havasu Lake, CA 92363**  
**Tribal Employment Rights Office (TERO): Phone (760) 858-5100**  
**dir.tero@cit-nsn.gov**

**INDIAN PREFERENCE POLICY:** Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act of 1934 (Title 25, USC, Section 472).

**Community Center-Activities Personnel I (Female Preferred)**

**STATUS:** Permanent/Part Time/ Non-Exempt (40 hours per week)  
**DEPARTMENT:** Housing  
**REPORTS TO:** Community Center Coordinator  
**SALARY:** \$12.00 per hour/DOQ  
**CLOSING:**

**Duties and Responsibilities:**

- Assist Coordinator to organize gymnasium activities – after school, weekends, school breaks and summer.
- Provide assistance in the Implementation of organized sport activities (indoors/outdoors) – may be inclusive of organizing local volunteer coaches.
- Assist Coordinator in the purchase of appropriate sports equipment through established budget, corporate donations and/or writing for additional grant funding.
- Target recreational activities to specific age groups including: children, youth, teen, young adult and adults with the priority area being children K-12.
- Help build self-esteem of participants through a comprehensive recreation/organized sports program.
- Communicate effectively with co-workers, children, parents and Chemehuevi Community members.
- Requires cleaning the center and other recreation areas every day or as needed.
- Other duties as assigned.

**Qualifications:**

- Must be able to lift at least 50 pounds and physically active.
- Valid Driver's License required and must be insurable (good driving record).
- High School diploma or equivalent.
- Self-starter that can work with youth without constant supervision.

**Other Requirements:**

- Submit to pre-employment Drug Screening.
- Submit to pre-employment background check – Required.
- Work flexible hours especially on Saturdays.
- Attend evening and weekend meetings when required.
- Background in coaching/organizing recreational activities and/or organized sports.
- Some experience working with one or more of the following: soccer, basketball, baseball, volleyball, swimming, track, football.
- Food Handler's, First Aid, CPR and Lifeguard Certification or the ability to obtain within 6 months of employment.
- Understanding of dynamics of organized sports and how it assists in the development of self-esteem and pride.