



# PECHANGA BAND OF INDIANS

*Pechanga Indian Reservation*

Post Office Box 1477 • Temecula, CA 92593  
Telephone (951) 770-6000 Fax (951) 695-1778

## JOB ANNOUNCEMENT

	<b>Youth Program</b>		
POSITION TITLE:	<u>Advisor</u>	OPENING DATE:	<u>April 10, 2024</u>
CLASSIFICATION:	<u>Full-Time</u>	FILING DEADLINE:	<u>April 19, 2024</u>
STATUS:	<u>Non-Exempt</u>	DEPARTMENT:	<u>Youth</u>
RATE OF PAY:	<u>DOE</u>	SUPERVISOR:	<u>Youth Director</u>

HIRING PREFERENCE POSITION CATEGORY:	B
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### SUMMARY:

The Youth Program Advisor works under the direct supervision of the Director of Youth developing, coordinating, and administering age appropriate after-school, homework assistance, summer activities; and Pro-Family programs and events for youth students between the ages of 6-18. The Youth Program Advisor works closely with all staff including staff from the Youth, Recreation Center, TANF and Education Support departments.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Facilitate the development of after school activities and programs that include cultural information to increase pride in the community and self respect.
- Coordinate with the TANF and Education Support departments in providing a homework assistance program which cultivates academic success, and self-realization.
- Interact with children in various activities for the purpose of providing a safe and positive environment.
- Assist in developing and facilitating the Traditional Knowledge Summer Program and activities. This includes teaching the tribal youth their culture and history, contributing to their ability to communicate about their culture. This increases their self-esteem, self-respect, thereby promoting the prevention and pro-family goals of TANF.
- Assist in developing and facilitating the Summer Fun Youth Program which also includes providing direction to the seasonal Summer Fun Youth Program staff.
- Assist and work closely with the Pechanga Youth Council in holding regular meetings, planning the Traditional Knowledge Summer Program, and attending cultural activities.
- Promotion and coordination with the youth in the planning and attendance of the Dream the Impossible Youth Conference.
- Assist with ITS sporting events to include team registration, issuance of uniforms, snack bar duties and coaching when necessary.
- Maintain sign-in sheets and activity reports for participation in the programs, events and services provided.
- Consult with Director of Youth on problems relating to program operations, utilization of staff and equipment.
- Identify constructive solutions to problems, including applicable resources and strategies.
- Coordinate and work to promote TANF programs.
- Manage department resources, materials and supplies.

**Hiring Preference:** The Pechanga Tribal Government is an equal opportunity employer. Consistent with federal law, the Pechanga Band of Indians applies Indian preference in employment. It is the policy of the Pechanga Tribal Government to give preference in hiring, promotions, and transfers into vacant positions to qualified applicants in the following order: 1) Pechanga Tribal Members; 2) Pechanga Tribal Member Spouses; 3) non-member American Indians. **At-Will Employment:** Employment with the Pechanga Tribal Government is at-will and can be terminated with or without cause, and with or without notice, at any time, either at the option of the employee or the Pechanga Tribal Government. **Drug Testing:** The Pechanga Tribal Government is a drug-free workplace. All employees are subject to drug testing. **Background Investigation:** All candidates and employees may be subject to a background investigation.

- Ability to work special programs and events on occasion, outside of normal working hours and including weekends.
- Coordinate with Youth department staff to develop programming.
- Perform a variety of miscellaneous duties such as answering phones, typing correspondence, picking up supplies as needed for events or activities, and set-up for programs, events or activities.
- Must adhere to all policies and procedures of the Pechanga Tribal Government.

#### QUALIFICATIONS, EDUCATION AND EXPERIENCE:

- Bachelor's degree from an accredited institution in Social Work, Education or related field preferred OR course work in related field and work experience working with the youth required.
- 2-3 years experience working with youth, teens, and families within a diverse community required.
- MS Word, Excel, Outlook, PowerPoint and Publisher required
- Experience facilitating and supporting after-school programming and education preferred.
- Proven knowledge of social and health services and community resources.
- Must be able to manage multiple projects and prioritize workload.
- Must maintain a valid driver's license with proof of insurance.
- Certified in Child/Infant CPR, AED and First Aide within 3 months of hire required.
- This position must comply with the Pechanga Tribal Government's Drug-Free Workplace Policy. This includes: pre-employment testing, post-accident or injury, and random testing.
- Must successfully pass a pre-employment background investigation.

#### BENEFITS:

The Pechanga Band offers a comprehensive and competitive benefit package for all full-time employees. Benefits include the following:

- **Paid Time Off** – Vacation, Sick and Holiday pay
- **Retirement** - 401(k) retirement plan with a generous employer match
- **Health & Wellness Coverage** - Medical, dental and vision coverage
- **Life and Long-Term Disability** - \$100,000 employer paid life and Long Term Disability
- **Flexible Spending Accounts** – Healthcare and Dependent care reimbursement accounts
- **Supplemental Life and Accidental Death and Dismemberment (AD&D) Insurance**
- **Supplemental Coverage** – Disability, Accident, Cancer, Life, and Hospital Confinement
- **Legal Shield and Identity Shield**
- **Pet Insurance**
- **Education Reimbursement Opportunities** – For pre-approved specific, job related education
- **Employee Assistance Program (EAP)** – Face-to-face counseling, Legal assistance, Financial assistance, ID recovery, Tobacco cessation, Dependent care and Daily living resources, and Crisis consultation

COMPLETE JOB DESCRIPTION AND APPLICATIONS ARE AVAILABLE AT:

PECHANGA GOVERNMENT CENTER  
12705 PECHANGA ROAD TEMECULA, CA 92592

[WWW.PECHANGA-NSN.GOV](http://WWW.PECHANGA-NSN.GOV)

Send application and resume to:

Email: [HR@PECHANGA-NSN.GOV](mailto:HR@PECHANGA-NSN.GOV)

Fax: 951-587-2209

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