



# PECHANGA BAND OF INDIANS

*Pechanga Indian Reservation*

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

## JOB DESCRIPTION

**POSITION:** Youth Program Advisor  
**STATUS:** Non-Exempt  
**CLASSIFICATION:** Full-Time  
**DEPARTMENT:** Youth Department  
**SUPERVISOR:** Director of Youth  
**POSITION CATEGORY:** B  
**RATE OF PAY:** DOE

**OTHER:** Direct contact with Tribal TANF, Tribal Government Departments, Tribal Members, family members and the general public.

Tribal Chairman:  
Mark Macarro

Council Members:  
Raymond J. Basquez Jr.  
Catalina R. Chacon  
Marc Luker  
Robert "R.J." Munoa  
Joseph Murphy  
Michael A. Vasquez

Tribal Secretary:  
Louise Burke

Tribal Treasurer:  
Amy Minnear

### 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.

**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.

- Identify constructive solutions to problems, including applicable resources and strategies.
- Coordinate and work to promote TANF programs.
- Manage department resources, materials and supplies.
- 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.

The list of duties and responsibilities above is not an exhaustive list. In addition to the duties and responsibilities listed above, the employee will be required to perform other job-related duties, as assigned, that are consistent with the employee's job position and qualifications.

**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.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation
- Skills in building relationships with young people, with the ability to both challenge and support them.
- Must possess good oral and written communication skills.
- Must be able to work independently and in a team environment
- Good interpersonal skills: tact, patience, flexibility, and ability to maintain professional demeanor at all times.
- Outgoing personality, excellent customer service skills and ability to motivate others.
- Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Ability to develop constructive and cooperative working relationships with others, and maintaining them over time.

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- Ability to train and guide volunteers and recent personnel in Youth department procedures.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. . The Pechanga Tribal Government may, upon request and in its sole discretion, grant an accommodation it deems reasonable and necessary to enable an employee with a disability to perform the essential functions of the job.

While performing the duties of this job, the employee is frequently required to walk, stand, sit, and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. . The Pechanga Tribal Government may, upon request and in its sole discretion, grant an accommodation it deems reasonable and necessary to enable an employee with a disability to perform the essential functions of the job.

While performing the duties of this job, the employee occasionally works near moving mechanical parts or in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions. The noise level in the work environment is usually quiet while in the office, but moderately noisy during activities, events and when outdoors.

*Employee’s acknowledgement: I acknowledge by my signature below, that the duties listed on this job description represent those tasks falling within my immediate responsibility. I understand that the Pechanga Tribal Council has the right to change this job description at any time with or without prior notice. I further understand and agree that my employment relationship with the Pechanga Tribal Government is a consensual commercial relationship taking place on tribal land within the Pechanga Indian Reservation and, as such, is subject to the jurisdiction and sovereign laws of the Pechanga Band of Indians.*

_____	_____	_____
Signature of Employee	Date	Print name of employee
_____	_____	_____
Signature of Employee’s Manager	Date	Print name of employee’s manager

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