

JOB OPENING ANNOUNCEMENT

Job Title: Recreation Assistant (Tunlii)

Reports To: Recreation Manager

Department: Recreation

Job Vacancy: YAN-19-077

Status: Full-time; Non-exempt (32 hrs)

Starting Wage: \$10.93 per hour

Opening Date: 8/19/2019

Closing date: 8/30/2019

POSITION DESCRIPTION:

The Recreation Assistant position will assist in providing arts and crafts activities for the after School Program and Summer Youth Program. The Recreation Assistant will also participate in field trips, dances and other special events.

QUALIFICATIONS:

- Ability to communicate effectively and follow verbal and written instructions.
- Knowledge of basic materials for arts and crafts projects.
- Late afternoon, evening and weekend work required.
- Knowledge of sports activities preferred.
- Must be able to lift up to fifty (50) pounds.
- Have knowledge of basketball and softball score keeping and regulations.
- Must have a valid Arizona Driver's License and be insurable with the Nation's auto insurance policy and sustain insurability throughout the duration of employment.

DUTIES AND RESPONSIBILITIES:

- Assist in scheduling arts and craft activities.
- Lead arts and craft activities.
- Actively participate in department activities and events.
- Prepare lists of needed supplies.
- Transport youth as needed.
- Participate with youth activities in the sym.
- Participate with youth activities at the park.
- Attend staff meetings and trainings as scheduled.
- Other duties as assigned.

How to apply: Please submit your resume and application to:

Yavapai-Apache Nation / Human Resources

2400 W. Datsi / Camp Verde, AZ 86322

P: 928-567-1062 / Fax: 928-567-1064

www.yavapai-apache.org

INDIAN PREFERENCE:

Preference will be given to qualified applicants who are members of federally recognized Indian tribes. To be considered for Indian Preference, you must submit your Certificate of Indian Blood (CIB) with your application.

**WILL BE REQUIRED TO PASS A PRE-EMPLOYMENT DRUG SCREEN AND
COMPLETE A BACKGROUND CHECK WHICH WILL INCLUDE
FINGERPRINTING**

