



QUECHAN INDIAN TRIBE
Ft. Yuma Indian Reservation
HUMAN RESOURCES DEPARTMENT

P.O. Box 1899 • Yuma, Arizona 85366-1899

Phone (760) 919-3600

Fax (760) 572-2961

POSITION DESCRIPTION

Position: Recreational Aide – Parks & Recreation

Salary: \$16.00 Hourly

Opening: Monday, May 5, 2025

Closing: Friday, May 16, 2025

BASIC FUNCTION:

Under the direct supervision of the Parks & Recreation Director, observe and monitor the activities of parks and recreation participants, i.e., school age children to elderly

DUTIES AND RESPONSIBILITIES:

- Assists in planning, developing, and implementing recreational programs for the community.
- Promote and enforce all safety rules and regulations to ensure a safe environment.
- Must be able to independently oversee recreational activities.
- Applicants must have the ability to express and implement program ideas and effectively solve minor disciplinary problems.
- Performs other related duties as assigned.
- Ensuring the safety of all participants.
- Performing daily inspections of exercise equipment.
- Organizing and tracking of equipment.
- Organizing and leading recreational activities
- Planning and budgeting
- Ensuring equipment is properly cared for and used
- Providing first aid
- Performing daily inspections of exercise equipment
- Scheduling venues for events
- Taking attendance of participants at games and activities
- Lead recreational activities as directed
- Engage clients in recreational activities to encourage socialization and participation
- Encourage client involvement and provide support as needed
- Keep accurate records of client participation in recreation activities
- Communicating with supervisor about client progress and concerns

- Monitor recreation activities to ensure the safety of participants
- Assist with set up and take down of recreation equipment
- Maintaining cleanliness and orderliness of recreational areas
- Maintaining records and reports of participation, inventory, maintenance, and other pertinent information
- Assisting with the promotion of recreational activities, including creating flyers, posters and other marketing materials
- Interacting positively with participants of all ages and ensuring a friendly and inclusive environment
- Assist in the training and supervision of volunteers
- Must have a valid drivers license for transporting participants to events.
- Process vendor payment for all recreation activities.
- Data and entry into grant preparations.
- Must be proficient in Microsoft word office
- Must be knowledgeable in native American arts and crafts, i.e., beading, basket weaving, sewing, pottery, painting etc.

QUALIFICATIONS:

- High school diploma or GED.
- Must be 18 years of age or older.
- Must be able to establish a working relationship with the public, staff, students, and community members, representatives of agencies, organizations and groups.
- Applicants must have the ability to understand and adhere to written and oral instructions.
- Must have a valid driver's license for transporting participants to events.
- Must have or obtain CPR, food handlers.
- Must possess or obtain working with native youth certification
- Must possess or obtain working with elderly participants.

FOR MORE INFORMATION AND TO APPLY:

Online application available at www.quechantribe.com or pick up at:

Quechan Indian Tribe
Human Resource Department
1888 San Pasqual School Road
Winterhaven, CA 92283
Telephone: (928)977-2727, Ext. 453
Fax: (760) 572-2961

Mailing Address:
P. O. Box 1899
Yuma, AZ 85366

(All resumes must be accompanied by a Tribal Application)

For further questions or to return an application electronically please e-mail us at

hrclerk@quechantribe.com

Preference in filling vacancies is given to qualified Indian Candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Sections 472 & 473). Applicants claiming Native American Preference must present valid evidence of Tribal Affiliation. In other than the above, the Quechan Tribe is an Equal Opportunity Employer. The Quechan Tribe adheres to the Drug-Free Workplace Act of 1988. Selected applicants **must** pass a pre-employment Alcohol/Drug screening and Background Check.