

JOB DESCRIPTION

Job Title:	Activities Coordinator	Prepared by:	Liz Brierty/Cathy Knowles/EC
Department:	Education	Date Prepared:	5/12/2020
Reports To:	Education Director	HR Approval/Date:	L. Williams 11/19/2020
FLSA Status:	Exempt		

SUMMARY

The San Manuel Education Department strives to ensure the quality of overall educational services, programs, and initiatives provided to San Manuel Tribal Citizens. Under the direction of the Education Director, the Activities Coordinator shall develop and implement programming for students and community members in the areas of academic enrichment, sports and recreation, visual and performing arts, health/nutrition, technology, and environmental/outdoor education within the Education Department.

<u>Essential Duties & Responsibilities</u>	Estimated % of Time
1. Develops and implements culturally relevant curriculum across multiple disciplines for all age groups: preschool to 12 th grade, postsecondary, and adults.	30%
2. Collaborates with the Tribal community and the Serrano Language Revitalization Project (SLRP) to incorporate the Serrano language into all activities.	15%
3. Works closely with the San Manuel Education Committee and Director of Education to assist with the planning and execution of Youth Committee initiatives and events, including any mentorship opportunities.	10%
4. Works independently and proactively contacts parents/guardians regarding Education Department events and activities for students, as well as to obtain the necessary participant information and required forms (which can include, but is not limited to: waivers, release forms, and trip slips).	10%
5. Connects with the Tribal community to encourage participation in Education Department events during all phases of program development and conducts after-event in-person evaluations with attendees in order to improve the experiences and their participation.	10%
6. Develops scope, budget, and manages communication (invites, fliers, questions) for all Education Department events including, but not limited to, cultural activities, conferences, summer programming, field trips and any other activities deemed appropriate by the San Manuel Education Committee.	5%
7. Uses excellent classroom management skills to independently run programs and resolve any student issues that may arise.	5%
8. Creates and manages a database of contacts for vendors and develops a bank of resources for the Education Department staff to utilize with all students.	5%

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| 9. | Collaborates with Education Department staff, tribal affiliated individuals, and various departments within the San Manuel organization to develop relevant and engaging programming. | 5% |
| 10. | Performs other duties as assigned to support the efficient operation of the department. | 5% |
| | | 100% |

EDUCATION/EXPERIENCE/QUALIFICATIONS

- Bachelor’s degree from an accredited college/university, required.
- Minimum of three (3) years experience developing community based programs and curriculum for adults, postsecondary students, and students in grades preschool to grade 12, preferred.
- Comfortable working in various settings with students of all ages, preferred.
- Event planning and budgeting experience, preferred.
- Must have the ability to analyze student behavior and the techniques for supervising students in unstructured settings, required.
- Must be able to interact with individuals with diverse backgrounds and personalities, preferred.
- Knowledge and experience working with tribal communities is highly preferred.

CERTIFICATES/LICENSES/REGISTRATIONS

- As a condition of employment with the San Manuel Band of Mission Indians Education Department, incumbents are required to undergo and successfully pass pre-employment and annual post-employment background investigation including, but not limited to, Live-Scan fingerprinting, drug screening, tuberculosis (TB) test, and criminal history background check.
- CPR and First Aid certificate, required.
- Annual Mandated Reporter Training, required.
- At the discretion of the San Manuel Tribal Gaming Commission you may be required to obtain and maintain a gaming license.
- A qualified candidate/employee must have a valid driver’s license with an acceptable driving record as determined by the company’s insurance carrier.

PHYSICAL REQUIREMENTS/ WORKING CONDITIONS – ENVIRONMENT

The physical demands and working environment described here are representative of those that an employee encounters and must be met by an employee to successfully perform the essential functions of this job.

- Primary work environment is in a climate-controlled office setting.
- Work requires travel to attend meetings, trade shows, and conferences.
- Incumbents may be required to work evening, weekend and holiday shifts.
- Must be able to work in a fast paced, high demand environment.
- Strength sufficient to exert up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects and/or move up to 40 pounds occasionally.

- Sedentary work; involves sitting most of the time. Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
- Physical activities that apply to the essential functions of the position are: Balancing, stooping, kneeling, crouching, reaching, pushing, pulling, lifting, grasping, talking, hearing, repetitive motions.
- Hearing sufficient to hear conversational levels in person and over the telephone.
- Speech sufficient to make oneself heard and understood in person, in front of groups, in meetings, and over the telephone.
- Visual Acuity that best describes the requirements of the position: The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; expansive reading; visual inspection of employees, visitors or facility.
- Mobility sufficient to safely move in an office environment, walk, stoop, bend, kneel, and enter, exit and operate a motor vehicle in the course of travel to promotional events, meetings, conferences, trade shows and San Manuel properties.
- Endurance sufficient to sit, walk and stand for extended periods, and maintain efficiency throughout the entire work shift and during extended work hours.
- The employee may be exposed to fumes or airborne particles including secondhand smoke.

San Manuel Band of Mission Indians and San Manuel Casino will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990.