



JOB OPENING ANNOUNCEMENT

DATE: August 24, 2010
JOB TITLE: **CHILDREN'S PROGRAM ASSISTANT**
REPORTS TO: Children's Program Coordinator
STATUS: Part Time, Monday – Thursday, 1 – 6pm, occasional weekends

JOB SUMMARY: The Children's Program Assistant helps prepare and implement activities for After School and Summer Culture programs, also assists with recreation, education, health, self-esteem and more for Tribal children. Duties also include supervising children with positive adult contact, driving them to and from programs, keeping van clean & fueled with first aid kit maintained, volunteer recruitment, special events/trips, snack purchase & prep, supply control.

MINIMUM QUALIFICATIONS: Applicant must enjoy interaction with a community of children and their families. Requires Washington state driver's license and insurability with copies on file, pass Washington State Patrol driver record check, positive interpersonal & demonstrated communication skills, competency on basic MS Word or WordPerfect & publishing, obtain & keep Food Handlers permit, First Aid & CPR certifications. Prefer experience in childcare or pre-school setting, knowledge of Indian culture. American Indian/Alaska Native preference for qualified candidates.

Apply Online: [Application Form](#)
Send letter/resume: jobs@jamestowntribe.org

Call Marilynn: **360.582.5786**
for more information.

Or Fax: 360.683.4005
Mail: Human Resources
1033 Old Blyn Hwy
Sequim, WA 98382
Open until filled.

NOTICE

This position is covered by the provisions of the Crime Control Act of 1990, Subchapter V - Child Care Worker Employee Background Checks (42 U.S.C. 13041) and the Indian Child Protection and Family Violence Prevention Act of 1990 (25 U.S.C. 3201-3210). As such, each applicant will be required, as a pre-condition to employment, to submit to a 5-year criminal history background check, including fingerprinting. The applicant will be able to obtain a copy of the criminal history report (from the reporting agency) made available to the Tribe and they will have the right to challenge the accuracy and completeness of the information contained in the report.

The grounds for denying employment, based on the results of the back ground check, include the following: any conviction for a sex crime; an offense involving a child victim; a drug felony; or if a person has been found guilty of or entered a plea of guilty or nolo contendere to any federal, state or Tribal offense involving a crime of violence, sexual assault, sexual molestation, child exploitation, sexual contact, prostitution or crimes against persons.

Each person submitting a resume in response to this announcement will be required to complete an employment application form provided by the Tribe, with detailed information on personal history, education, employment.

JAMESTOWN S'KLALLAM TRIBE

CHILDREN'S PROGRAM ASSISTANT

September 2009

The mission for the Jamestown S'Klallam Tribe's Health and Human Services Department is to improve the health and well being of Tribal members and other American Indians/Alaska Natives in the Tribe's service area. This will be accomplished by providing or coordinating high quality services through effective health and human services programs specifically designed to meet the needs of the Jamestown S'Klallam Tribe.

Salary Range: Depending on qualifications

Reports To: Children's Program Coordinator

Scope of Work:

This employee receives direction from the Children's Program Coordinator. The Children's Program Assistant is responsible to assist with preparation and implementation of children's program activities in a clean and safe environment. Programs include, but are not limited to After School, Summer Culture, recreation, educational activities, health education and activities focused on building self-esteem. The employee is responsible for the safe transportation of children.

Duties and Responsibilities:

DRIVERS

1. Pick up children from designated locations. Ensure that children are appropriately buckled in before leaving. Maintain calm and order during the drive. Children are not to eat or drink during the drive. On arriving at the center dismiss, children by rows and check for items left in the van.
2. Maintain a clean van and make sure the First aid kit is stocked and placed in an easily accessible location near the driver. Do not allow the gas tank to drop below a half tank.
3. Drive children home or to their designated location. Do not leave children at a home or location until you see an adult acknowledge that the child has been dropped off.

ASSISTANTS

1. Duties include assisting with the organization and implementation of activities that improve the effectiveness of the programs, as well as developing methods to establish stable, holistic programs that can meet the short and long term social, health, and cultural needs of the Tribal children.
2. Assist the Children's Program Coordinator with preparation and implementation of daily activities, field trips and special events. Assist with recruiting parent and community volunteers, organizing field trips, purchasing and preparing nutritional snacks, keeping supplies and program equipment organized and inventoried. Restock supplies as needed. Maintain updated list of supplies low in stock. Assist with all transportation needs of the program. These duties apply to both after school and summer activities.
3. Supervise and maintain a positive experience for all children. Assist students in an equitable manner so that personal adult contact occurs for every child.

Qualifications:

1. Must enjoy interacting with children and families in a close community environment..
2. Previous experience working in a childcare or pre-school setting is desirable.
3. Knowledge of Indian culture and communities or past experience working with Native American people is desired.
4. Positive inter-personal skills; must be able to interact effectively with other staff, clients and the public, interpersonal skills are an important element of this position.
5. Demonstrated verbal and written communication skills.
6. Competent word processing skills are required, with a basic knowledge of Microsoft Office or WordPerfect Suite applications and desktop publishing.
7. Must possess a Washington State driver's license and be insurable with copies on file.
8. Must obtain a Food Handlers permit, First Aide and CPR certification and keep updated.
9. Must be able to passing driving and childcare background checks.
10. Indian Preference.

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