

**Pit River Tribal Office**  
36970 Park Ave  
Burney, CA 96013  
[www.pitrivertribe.org](http://www.pitrivertribe.org)



**Human Resources Dept.**  
Toll Free: 1-877-279-9097  
Phone: 1(530)335-5421 ext. 2102  
Fax: 1(530)335-3140  
[hr@pitrivertribe.org](mailto:hr@pitrivertribe.org)

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Ajumawi • Aporige • Astariwi • Atsugewi • Atwamsini • Hammawi • Hewisedawi • Illmawi • Itsatawi • Kosealekte • Madesi

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Agnes Gonzalez	Ida Riggins	Russell Eleck	Jolie George	Brandy McDaniels	Andrew Mike
<b>Tribal Chairperson</b>	<b>Tribal Vice Chairman</b>	<b>Recording Secretary</b>	<b>Tribal Secretary</b>	<b>Tribal Treasure</b>	<b>Sgt-At-Arms</b>

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## Position Description

**Position Title:** Daycare Coordinator  
**Department:** Daycare  
**Reports To:** Tribal Administrator  
**Classification:** Non-Exempt/Full Time  
**Pay:** Hourly-DOE

### **Job Summary:**

Under the direction of the, the Daycare Coordinator is responsible for the overall management of the Daycare program. This includes the management and daily operation of the Daycare programs including: staffing, ensuring cleanliness of the Daycare center, curriculum, supplies, enrollment, parent, and tribal community relations. Provides quality care to children that focuses on respect, responsibility, and caring.

### **Essential Job Responsibilities:**

- Supervision of staff and volunteers.
- Ensure adequate staffing levels of the Daycare program.
- Provide direct care and supervision of children as needed.
- Have direct contact and communication with parents and / or guardians of children enrolled.
- Develop and implement program content and curriculum with the ability and desire to be involved in all aspects of childcare from infancy through twelve years old. Must be sensitive and caring to infant's and children's needs.
- Schedule staff and volunteers to cover shifts during hours of operation.
- Maintain a professional and positive relationship with children, parents, and staff.
- Ensure the Daycare room(s) are clean and toys/surfaces sanitized.
- Carry out activities in compliance with licensing regulations and Quality Assurance standards, interacting with all children, all ages in all activities.
- Transport or walk children to and from home, bus stop, activities, and health appointments as needed.
- Responsible for the maintenance and retention of clear and accurate Daycare records, including safety reports.
- Meet and communicate pertinent information weekly with supervisor.

- Adheres to the Tribe's Daycare program standards including safety and cleanliness standards. Follows CDC and County Department of Health standards as guidelines for procedures and recommendations around health screening, cleaning, and sanitation.
- Other related duties as assigned.

### **Education and Experience**

- High School graduate or GED Certification.
- Minimum of one (1) year experience working with children in a classroom setting.
- Previous experience in developing and implementing a curriculum.
- Current participant in an occupational program conducted by an accredited high school or college.
- Will be required to work towards obtaining AS Degree in Early Childhood Education.
- Daycare staff shall be in good health, and shall be physically, mentally, and occupationally capable of performing assigned tasks.
- Good physical health shall be verified by a health screening including a PPD tuberculosis skin test (or chest x-ray) performed by or under the supervision of a physician not more than one year prior to or seven days after employment.
- A health screening report signed by the person performing such screening shall indicate the following:
  1. A person's physical qualifications to perform the duties to be assigned.
  2. The presence of any health conditions that would create a hazard to the person, children, or other staff.
- Must be willing to submit to and pass pre-employment drug screening test and physical.
- Will be required to submit to a criminal screen as mandated by the State of California, Department of Social Services.
- Pending receipt of a criminal record transcript and prior to employment or at initial presence in the facility all staff shall sign a statement under penalty on a form provided which contains either of the following:
  1. A declaration that he / she has not been convicted of a crime, other than a minor traffic violation.
  2. Information regarding any prior convictions of a crime with the exception of any minor traffic violations.
    - a. If a person has been convicted of a crime other than a minor traffic violation, he / she shall also acknowledge that his / her continued employment is conditioned on approval of Pit River Tribe.
- Possess a current CPR card.
- Valid California Driver's License.

**Note:** This position requires an awareness and deep appreciation of Indian traditions, customs, and socioeconomic need. It requires the ability, at all times, to meet and deal effectively in contacts with Indian people and organizations. This requires tact, courtesy, confidentiality, discretions, resourcefulness, and good judgment in handling sensitive issues.

The Pit River Tribe is an Equal Opportunity employer and actively encourages application from all persons regardless of race, color religion, sex, age, national origin, marital status, or ancestry, sexual orientation, sensory, mental, physical, or other non-disqualifying disability. Native Preference: Preference in hiring is given to qualified American Indians in accordance with the Indian Preference Act (Title 25, US Code, Chapter 14, Sub Chapter V, Section 472 & 473).

Acknowledgement: This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the right to add, modify, or exclude any essential requirement at any time with or without notice. Nothing in this position description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

**Contact:**

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**Deadline: Open Until Filled**