

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOE0809793

DATE POSTED: 01/20/15

POSITION NO: 240570

CLOSING DATE: 02/02/15

POSITION TITLE: Recreation Coordinator

DEPARTMENT NAME / WORKSITE: DOE/Office of Diné Youth - Crownpoint Agency

WORK DAYS: Monday-Friday; Some Saturdays REGULAR FULL TIME: GRADE/STEP: AB61A

WORK HOURS: 8:00 a.m. - 5:00 p.m. PART TIME: NO. OF HRS./WK.: _____ \$ 31,179.20 PER ANNUM

SEASONAL: DURATION : _____ \$ 14.99 PER HOUR

TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Plans, coordinates and initiates structured recreation and youth activities to Office of Dine YOUTH/Crownpoint Agency. Promotes prevention/intervention activities, promotes the opportunity for individuals to develop their physical/athletic skills and confidence; ensures the development of high self-esteem, better lifestyle, social skills and sportsmanship. Serves as resource person for recreation activities and structure activities and implements competitive/non-competitive physical activities which may include competitive, non-competitive sports, fitness workshops, experiential learning and additional activities focused on positive development of character, self-esteem, leadership and overall health. Plans and coordinates in-service and related training, in structural clinics, workshops for members, staff, volunteers, coaches, referees, parents and interested community members according to established policies and procedures; recruits and supervises individuals interested in physical fitness, competition, positive youth development and healthy living. Promotes a network of partnerships with the community, educational and youth development organizations for support, integration and coordination of efforts; Prepares required reports and forms, and documentation, when required.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- An Associate's degree in Recreation, Physical Education or closely related field; and two (2) years of recreational leadership experience.

Preferred Qualifications:

- Two (2) years of recreational, fitness or wellness experience.
- Certification in individual or group exercise.

Special Requirements:

- Possess a valid state driver's license
- Possess a current CPR and First Aid Certificate, and a Food Handler's Permit

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with the employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of methods and techniques of program planning and objectives of public recreation/fitness; Knowledge of active and passive game activities suitable for children, adolescents and adults; Knowledge of current principles, techniques and objective of public information and relations programs; writing skills, oral communication skills and event management skills. Knowledge in supervising and working with diverse age groups.

<<A favorable background investigation is required>>

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.