

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

|                             |  |                    |                                     |                  |                            |
|-----------------------------|--|--------------------|-------------------------------------|------------------|----------------------------|
| REQUISITION NO:             | <u>DODE08013176</u>                                      | DATE POSTED:       | <u>01/23/17</u>                     |                  |                            |
| POSITION NO:                | <u>243904</u>  | CLOSING DATE:      | <u>OUF</u>                          |                  |                            |
| POSITION TITLE:             | <u>Recreation Aide</u>                                   |                    |                                     |                  |                            |
| DEPARTMENT NAME / WORKSITE: | <u>DODE/Office of Dine Youth- Fort Defiance, Arizona</u> |                    |                                     |                  |                            |
| WORK DAYS:                  | <u>M-F; some Weekends</u>                                | REGULAR FULL TIME: | <input checked="" type="checkbox"/> | GRADE/STEP:      | <u>AB55A</u>               |
| WORK HOURS:                 | <u>8-5; some Evenings</u>                                | PART TIME:         | <input type="checkbox"/>            | NO. OF HRS./WK.: | <u>18,616.00</u> PER ANNUM |
|                             |  | SEASONAL:          | <input type="checkbox"/>            | DURATION :       | <u>\$ 8.95</u> PER HOUR    |
|                             |  | TEMPORARY:         | <input type="checkbox"/>            |                  |                            |

**DUTIES AND RESPONSIBILITIES:**

Implement and coordinates recreational activities (indoor and outdoor) for group participation at multiple sites to include, but not limited to afterschool and summer programs in accordance in the Office of Diné YOUTH's mission. Ensure participants safety and wellbeing at all times. Responsible for coordinating all necessary recreation supplies and equipment need for programming. Assist in creation and implementing of curriculums, implement established policies and procedures to ensure a safe and positive environment. Provide assistance in the development and delivery of recreation activities, which includes; oversee enrollment and attendance. Ensure sites are operating in accordance with assigned schedules. Using excellent customer service skills, establishes and maintains effective working relationship with other Diné Youth Personnel and general public. Complete and submit all necessary weekly and monthly report.

**Minimum Qualifications:**

- High School Diploma or GED; and one (1) year of recreational, fitness, or wellness experience.

**Special Requirements:**

- A favorable background investigation.
- Possess a valid state driver's license.
- Possess current Cardiopulmonary Resuscitation (CPR), First Aid Certification and 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 employment application.)***

**Special Knowledge, Skills and Abilities:**

Work is performed both indoors and outdoors with exposure to a variety of adverse weather conditions. Work may at times be strenuous, requiring continuous physical effort for long periods of time. Ability to sit, stand, stoop or bend and lift up to 15 pounds.

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