

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DODE08014954 DATE POSTED: 01/24/18
POSITION NO: 232212 CLOSING DATE: OUF
POSITION TITLE: RECREATION SPECIALIST

DEPARTMENT NAME / WORKSITE: DoDE/Office of Diné Youth-Shiprock, NM
WORK DAYS: Mon-Fri/Some weekends REGULAR FULL TIME: GRADE/STEP: AI620A
WORK HOURS: 8am-5pm: Some evenings PART TIME: NO. OF HRS./WK.: _____ \$ 34,881.60 PER ANNUM
SEASONAL: DURATION : _____ \$ 16.77 PER HOUR
TEMPORARY:

DUTIES AND RESPONSIBILITIES:

Incumbent shall develop, implement and coordinate a variety of recreational programming (indoor/outdoor) for groups through on-site and outreach program sites, such as: Youth Camps, Leagues, Health/Wellness Activities, Runs/Walks, Team-Building/Ice-breakers, Recreation/Sport activities and Nutritional Education. Must have ability to utilize curriculums and to teach youth about healthy living and life styles. Conducts surveys and research to evaluate and to determine needs and interests of adolescents and youth. Attend meetings to work with schools, the community/chapters and interest groups to understand trends and needs of the youth and to disseminate information, determine recreational needs and opportunities. Serves as front-line staff to ensure delivery of services which include communication and interaction and development of recreational/wellness activities, as well in the areas of teamwork, physical activity, education pursuits, participation in non-competitive activities. Plans, develops, organizes and conducts in-service and related training for staff and volunteers in the area of teamwork, leadership, stress management, etc. Promotes a network of partnerships with local educational and youth service organizations for support, integration and coordination of services. Ability to supervise program support staff, when necessary; Prepares reports and statistics, forms and activity proposals. And other duties, as assigned.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Recreation, Physical Education, Exercise Science, sports Administration or closely related field; or an equivalent combination of education and experience.

Special Requirements:

- A favorable background is required.
- Possess a valid state driver's license.
- Possess a current CPR and First Aid Certificate and a Food Handler's Permit.

Special Knowledge, Skills and Abilities:

Knowledge of planning and implementation of recreational/health/wellness activities suitable for children, adolescents, and the general public and/or special populations. Knowledge of general sports, games and leadership skills for individuals and groups. Knowledge of Safety procedures.

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

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