

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

REQUISITION NO: DOE0802909

Date Posted: 02/28/11

POSITION NO: 240570

Closing Date: 03/11/11

CLASS CODE: 3681

POSITION TITLE: RECREATION COORDINATOR

DEPARTMENT NAME: Department of Youth, Boys and Girls Clubs of Dine' Nation, Crownpoint, NM

DEPARTMENT NO: 80 WORKSITE LOCATION: Crownpoint, New Mexico

WORKS DAYS/HOURS: Monday-Friday; and some weekends POSITION TYPE:  Permanent GRADE: N61A

Days: 8:00 am - 5:00 pm; and some evenings Temporary:  SALARY: \$ 28,371.20 Per Annum

Hours: 8:00 am - 5:00 pm; and some evenings Part-Time:  Duration: 40 No. of Hrs/Wk: 40 \$ 13.64 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Plans, coordinates, and initiates structured recreation & youth activities at the Boys and Girls Clubs of Dine' Nation/Crownpoint Unit and community; promotes prevention/intervention activities (S.M.A.R.T. programs); 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 recreational activities and structured activities and implements competitive/non-competitive physical activities which may include 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, instructional clinics, workshops for B&GCDN Unit members, OYD staff, OYD 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; may coordinate activities and services with other professional personnel such as those engaged in youth development, medicine, social work, therapy, psychology or work with at-risk youth to ensure that youth development (recreation, socialization, healthy lifestyle) is balanced, coordinated and integrated with special service needs. Prepares required reports and forms, and documentation, when required.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

An Associate's degree in Recreation, Physical education or closely related field; and

**Experience:**

two (2) years of recreational leadership experience; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties. **(to receive full credit for education/training, applicant must submit copies of college transcript, certificates, diploma, etc.)**

**Special Knowledge, Skills and Abilities:**

Knowledge of methods and techniques of program planning and objectives for public recreation; Knowledge of active and passive game activities suitable for children, adolescents, adults, senior citizens and/or special populations; knowledge of current principles, techniques and objectives of public information and relations programs; Skill in assessing, evaluating, determining recreational resources, needs and potentials of communities; writing skills; oral communication skills; and event management skills. Ability to actively interact with diverse youth is preferred.

**License/Certification Requirements:**

**Will require background check as a condition of employment for the reason that the position requires working with youth. Applicant will be responsible for any fees associated with the background check.**

**VETERANS' PREFERENCE APPLIES**

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

**Revised: 1-15-99**