

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH0722932

Date Posted: 02/28/11

POSITION NO: 941884

Closing Date: 03/11/11

CLASS CODE: 3680

POSITION TITLE: RECREATION SPECIALIST

DEPARTMENT NAME: Department of Behavioral Health Services

DEPARTMENT NO: 72 WORKSITE LOCATION: Shiprock, New Mexico

WORKS DAYS/HOURS: POSITIVE TYPE: GRADE: N620A

Days: Monday - Friday Permanent: SALARY:

Hours: 80 hrs. Temporary: Duration: _____ \$ 30,950.40 Per Annum

Part-Time: No. of Hrs/Wk: 40 \$ 14.88 Per Hour

DUTIES AND RESPONSIBILITIES:

Develops, coordinates, implements, and evaluates a variety of recreational program plans and objectives to meet the Shiprock Treatment Center needs. Plans, directs, promotes and develops interest, support and participation in recreational activities involving sports, fitness runs, youth camps, arts and crafts and hobbies; conducts studies, surveys and research to assess, evaluate and determine recreational needs and interests; attends chapter meetings to disseminate information, determine recreational needs and potential, and to seek community interest and support.

Introduces new and/or additional facilities, programs or services to meet the recreational needs of the Navajo people; seeks and solicits outside monies to fund program costs; establishes and maintains ongoing contact and liaison with local educational and recreational organizations for mutual support, integration and coordination of efforts; may work and coordinate activities, programs and services with other professional personnel, such as those engaged in medicine, social work, psychology, therapy and/or juvenile or youth work to ensure that recreation is balanced, coordinated and integrated with special service needs.

Serves as resource person in recreational matters by providing information, expertise, insight, and technical assistance; interprets laws, rules and regulations related to recreation; plans, develops, organizes and conducts in-service and related training for assigned staff and volunteers; assists in the preparation of budget, proposals and grants; prepares required reports; attends meetings, training and conferences.

QUALIFICATION REQUIREMENTS:

Education and Training:

A Bachelor's degree in Recreation, Leisure Studies or closely related field; and

(To receive full credit for education/training, applicant must submit copies of college transcripts, degree, certificates, diploma, etc.)

Experience:

two (2) years in recreation planning and development; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.

Special Knowledge, Skills and Abilities:

Knowledge of methods and techniques of program planning and objectives of 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 producing written documents using proper news style, sentence structure, grammar and punctuation; skill in evaluating and editing content, structure and format of a range of written educational material; skill in assessing, evaluating and determining recreational resources, needs and potential of communities; and skill in first aid methods and necessary safety precautions used in recreational work.

Physical Requirements And Work Environment:

Work is performed both indoors and outdoors with exposure to a variety of adverse weather conditions. Manual dexterity in the operation of tools and the ability to lift objects weighing up to 50 lbs. is required. Work may at times be strenuous, requiring continuous physical effort for long periods.

License/Certification Requirements:

Must possess a valid state driver's license (PREFERRED)

****Must pass a Fingerprint Clearance and Background Check****

VETERANS' PREFERENCE APPLIES

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