

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DODE08014903

DATE POSTED: 03/02/18

POSITION NO: 240571

CLOSING DATE: 03/30/18

POSITION TITLE: Recreation Coordinator

DEPARTMENT NAME / WORKSITE: DODE/Office of Dine Youth, Fort Defiance, Arizona

WORK DAYS: Monday-Friday; Some Saturdays REGULAR FULL TIME: GRADE/STEP: AI61A

WORK HOURS: 8:00 a.m. - 5:00 p.m.; and some evenings PART TIME: NO. OF HRS./WK.: _____ \$ 31,948.80 PER ANNUM

SEASONAL: DURATION : _____ \$ 15.36 PER HOUR

TEMPORARY:

DUTIES AND RESPONSIBILITIES:

To ensure delivery of comprehensive services to youth to include interaction with youth and the development of youth in areas of employment, physical activities, educational pursuits, teamwork, leadership and active participation in community and family activities. Work on weekends and evenings, depending on youth activities/events scheduled. Transport personnel, participants, supplies and equipment as necessary for work activities or various program sites. Provide and administers first aid treatment in emergencies. Develop, implement, and evaluate a variety of structured recreational plans and objectives to ensure an ongoing and systemic approach to youth development. Plan, direct, promote and develop interest, support and participation in youth development/recreational activities.

Promote a health network of partnerships with local 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 medicine, social work, therapy, psychology and/or juvenile or youth work to ensure recreation is systemically applied. Serve as a resource person for recreational activities, youth development activities/goals which include competitive, non-competitive sports, family activities, fitness, workshops, experimental learning and additional activities focused on positive development of character, self-esteem, leadership and overall health. Plan, develop, organize and conduct in-service and related trainings for staff and volunteers in areas of teamwork, leadership, stress management, etc. Attend various community meetings, as needed, to seek community interest and support for youth development activities and needs. Prepare required reports, forms, case notes and proposals of activities with budget when necessary.

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; or an equivalent combination of education and experience.

Special Requirements:

- Possess a valid state driver's license.
- Possess current CPR, First Aide Certificate and Food Handler's Permit.
- A favorable background investigation.

(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:

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; Skills 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.

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