

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

REQUISITION NO: <u>DOH07217559</u>	DATE POSTED: <u>04/01/19</u>
POSITION NO: <u>244107</u>	CLOSING DATE: <u>04/12/2019 5:00pm</u>
POSITION TITLE: <u>Recreation Specialist</u>	
DEPARTMENT NAME / WORKSITE: <u>NDOH/Division of Behavioral &amp; Mental Health Services/Window Rock, Arizona</u>	
WORK DAYS: <u>Monday-Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>
WORK HOURS: <u>80</u>	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: _____ \$ <u>35,755.20</u> PER ANNUM
SENSITIVE	SEASONAL: <input type="checkbox"/> DURATION: _____ \$ <u>17.19</u> PER HOUR
NON-SENSITIVE	TEMPORARY: _____

**DUTIES AND RESPONSIBILITIES:**

Develops, coordinates, implements and evaluates a variety of recreational activities on and off the Navajo Nation to meet the Methamphetamine Suicide Prevention Initiative Generation Indigenous (GEN-I) grant goals and objectives; plans evidence-based and practice based approaches to build resiliency by directing activities, promote positive development to increase self sufficiency, support and participation through recreational activities that can include sports, fitness runs, youth camps, and arts and crafts; conducts surveys and research to compile, assess, evaluate and determine recreational needs and interests that will promote resiliency, positive development and family engagement; disseminate information to the public/communities to determine needs, and seek community interest and support to increase access to prevention activities using culturally appropriate ways.

Introduces new and/or additional programs or services to meet the recreational needs of the Navajo people; seeks partnerships to fund additional program activity costs; establishes and maintains ongoing contact and liaison with local educational and recreational organizations for joint support, integration and coordination to meet goals and objectives; 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 matters related to recreation by providing information, expertise, insight and technical assistance; interprets laws, rules and regulations related to recreation planning and activities; plans, develops, organizes and conducts in-service and related training for assigned staff and volunteers; assists in the preparation of budget and proposals/contracts (RFP, MOU/MOA, Intergovernmental Agreements); prepares required reports; attends meetings, trainings and conferences.

**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:**

- Possess a valid state driver's license; possess a current CPR and First Aid Certificate and a 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 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; skill in establishing and maintaining effective working relationships.

**Physical Requirements and Work Environment:**

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; and lifting objects weighing up to 50 lbs.

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