

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

REQUISITION NO: DOH06310110 DATE POSTED: 05/11/15  
POSITION NO: 241200 CLOSING DATE: 05/22/15  
POSITION TITLE: Recreation Specialist (S)  
DEPARTMENT NAME / WORKSITE: NDOH/Special Diabetes Project/Tuba City, AZ  
WORK DAYS: Mon-Fri REGULAR FULL TIME:  GRADE/STEP: AB62A  
WORK HOURS: 8 am- 5 pm PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 34,028.80 PER ANNUM  
SEASONAL:  DURATION : \_\_\_\_\_ \$ 16.36 PER HOUR  
TEMPORARY:  \_\_\_\_\_

**DUTIES AND RESPONSIBILITIES:**

Develops and implements a continuing public education program to encourage and motivate the Navajo people to understand, support and utilize recreational and wellness facilities and resources. Conducts studies, surveys and research to assess, evaluate and determine wellness needs, interest and wants to all age groups. Attend chapter meetings to disseminate information, determine recreational and wellness needs and potential and to seek and gather community interest and support.

Establishes and maintain an on-going contact and liaison with educational and recreational organizations for mutual support, integration and coordination of efforts; organizes, promotes and develops interest, support and participation in allied and recreational activities involving sports, games, music, dramatics and wellness activities.

Work and coordinate activities, programs and service with para-professional and professional personnel, those engaged in medicine, health providers, social work, nursing, psychology, therapy and/or those involved in juvenile or youth work and the elderly to insure that recreation is balanced, coordinated and integrated with special service needs. Attends recreational conferences and staff meetings. Provides monthly reports.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A Bachelor's degree in Recreation, Physical Education, Exercise Science, Sports Administration or closely related field.

**Preferred Qualifications:**

- Two (2) years in recreation planning and development.
- Certification in Individual and Group Exercise.

**Special Requirements:**

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

***(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.)***

**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.

**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. Skill in first aid methods and necessary safety precautions used in recreational work. Skill establishing and maintaining effective working relationships.

**<<A favorable background investigation is required>>**

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