

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOE0806846
POSITION NO: 241034
CLASS CODE: 3681

Date Posted: 07/30/12
Closing Date: 08/10/12

POSITION TITLE: RECREATION COORDINATOR
DEPARTMENT NAME: Office of Youth Development/Boys & Girls Club of Dine' Nation-Tse Bit' Ai Unit
DEPARTMENT NO: 80 WORKSITE LOCATION: Shiprock, NM
WORKS DAYS/HOURS: POSITION TYPE: GRADE: R61A
Days: Mon - Fri some weekends Permanent:
Hours: B&GC Unit Schedule Temporary: Duration: \$ 29,390.40 Per Annum
Part-Time: No. of Hrs/Wk: 40 \$ 14.13 Per Hour

DUTIES AND RESPONSIBILITIES:

Plans, coordinates and initiates structured youth activities according to the Boys & Girls Club of Dine Nation program curriculums; Promotes prevention/intervention activities; character & leadership activities, the Arts, Health & Life Skills, Sports, Fitness and Recreation; ensures the development of positive self-esteem, a healthy lifestyle, social skills and sportsmanship. Serves as a resource person for recreational youth activities and implements physical activities which may include competitive and non-competitive sports, fitness workshops, experiential learning and activities focused on the whole child development: mental, physical, social and emotional stages. 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, positive youth character development and life skills.

Promotes a network of partnerships with the community, educational and youth development organizations for support, intergration and coordination 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 target population. Prepares reports, forms and documentation as required; to perform other tasks related to BGCDN/OYD programs, as needed. To attend and report all B&GCDN/OYD trainings/workshops. And all other duties as assigned.

QUALIFICATION REQUIREMENTS:

Education and Training:

An Associates degree in Recreation, Physical Education, Recreation Management, 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 transcripts, 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, teenagers and young adults and/or special youth populations; Knowledge of recreational/health/fitness techniques and objectives related to program objectives; 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. Skill in first aid methods and necessary safety precautions. Work is performed both indoors and outdoors with exposure to a variety of adverse weather conditions.

License/Certification Requirements:

PREFERRED: Valid State Driver's License, Navajo Nation Vehicle Operator's Permit, CPR & First Aid certification. Will require background check as a condition of employment because the position requires working with youth.

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