THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DODE08012360**	DATE POSTED:	**08/16/16**
POSITION NO:	**240570**	CLOSING DATE:	**08/29/16**
POSITION TITLE:	**Recreation Aide**		
DEPARTMENT NAME / WORKSITE:	**DODE/Office of Diné Youth - Crownpoint, NM**		

WORK DAYS:	Monday - Friday	REGULAR FULL TIME:	☑		GRADE/STEP:	AB55a
WORK HOURS:	8:00am - 5:00pm	PART TIME:	☐	NO. OF HRS./WK.:	$ 18,616.00	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 8.95	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Implement and coordinate recreational activities (indoor and outdoor) for group participation at multiple sites to include, but not limited to afterschool and summer programs in accordance in the Office of Diné YOUTH's mission. Ensure participants safety and wellbeing at all times. Responsible for coordinating all necessary recreation supplies and equipment needed for programming. Assist in creation and implementing of curriculums, implement established policies and procedures to ensure a safe and positive environment. Provide assistance in the development and delivery of recreational activities, which includes; oversee enrollment and attendance. Ensure sites are operating in accordance with assigned schedules. Using excellent customer service skills, establishes and maintains effective working relationship with other Diné Youth Personnel and the general public. Complete and submit all necessary weekly and monthly reports.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma or GED; and one (1) year of recreational fitness or wellness experience.

Special Requirements:

- A favorable background investigation. ***(If selected for the position, tribal, federal, and state background check must be completed prior to employment at the applicant's expense.)***
- Possess a valid state driver's license.
- Possess current Cardiopulmonary Resuscitation (CPR), First Aid Certification and 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.)

Special Knowledge, Skills and Abilities:

Knowledge of basic operations, services and activities of a recreation program. Knowledge of general sports and recreational activities and programs including the techniques, rules and equipment used in various sports, games and special event. Knowledge of active and passive game activities suitable for children. Skill in first aid methods and safety precautions used in the recreational field. Skill in 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.