

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOE0804038

Date Posted: 08/29/11

POSITION NO: 241034

Closing Date: 09/12/11

CLASS CODE: 3681

POSITION TITLE: RECREATION COORDINATOR

DEPARTMENT NAME: Office of Youth Development/ Boys and Girls Club of Diné Nation-Tse Bit' Ai Unit

DEPARTMENT NO: 80 WORKSITE LOCATION: Shiprock, New Mexico

WORKS DAYS/HOURS: _____ POSITION TYPE: _____ GRADE: R61A

Days: M-F/some weekends

Permanent:

SALARY: _____

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 curriculum; Promotes prevention/intervention activities; promotes education/career development, character & leadership activities, the Arts, Health & Life Skills, Sports, Fitness and Recreation; ensures the development of high self-esteem, a healthy lifestyle, social skills and sportsmanship. Serves as a resource person for recreational 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. Plans and coordinates in-service and related training, instructional clinics, workshops for B&GCDN unit members, DOY staff, DOY volunteers, coaches, referees, parents and interested community members according to established policies and procedures; recruits and supervises individuals interested in physical fitness, competition, positive youth development and healthy living.

Promotes a network of partnerships with the community, educational and youth development organizations for support, integration 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 special service needs. Prepares required reports, forms and documentation when required; to perform other tasks related to DOY programs, as needed. To attend and report on all B&GDNC/DOY trainings. And other duties as assigned.

QUALIFICATION REQUIREMENTS:

Education and Training:

An Associate's degree in Recreation Management, Physical Education 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 transcript, 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, adolescents, adults, senior citizens and/or special populations; Knowledge of current principles, techniques and objectives of public information and relations programs; 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