

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DODE08018567 DATE POSTED: 09/03/19
POSITION NO: 244415 CLOSING DATE: 09/23/2019 5:00pm
POSITION TITLE: Recreation Aide (3 Positions)
DEPARTMENT NAME / WORKSITE: DODE / Office of Dine' Youth / Boys & Girls Club of Dine Youth / Shiprock, NM
Monday - Friday
WORK DAYS: (Occasional) 8am-5pm REGULAR FULL TIME: GRADE/STEP: AR55A
WORK HOURS: (Occasional) PART TIME: NO. OF HRS./WK.: _____ \$ 19,552.00 PER ANNUM
SENSITIVE SEASONAL: DURATION : _____ \$ 9.40 PER HOUR
NON-SENSITIVE TEMPORARY:

DUTIES AND RESPONSIBILITIES:

Under immediate supervision, performs work of routine difficulty in planning, coordinating and supervising recreational activities. 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 to the Office of Diné Youth's Mission. Ensure participants safety and well-being 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. Chaperones youth on youth activities/events/trips. Transport personnel, participants, supplies, and equipment as necessary for work activities or various program sites. Provide assistance in the development and delivery of recreational activities, which includes, overseeing enrollment and attendance. Ensure sites are operating in accordance with assigned schedules. Provide and administers first aid treatment in emergencies. Using excellent customer service skills, establishes and maintain effective working relationships with other Diné Youth Personnel and the general public. Complete and submit all necessary weekly/monthly reports, statistics, forms, and activity packets.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- High School Diploma/GED; and one (1) year of recreational, fitness, or wellness experience.

Special Requirements:

- A favorable background investigation.
- 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; of general sports and recreational activities and programs including the techniques, rules and equipment used in various sports, games and special events; and of active and passive game activities suitable for children. Skill in first aid methods and safety precautions used in the recreational field; and in establishing and maintaining effective working relationships.

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