

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DODE08020000
 POSITION NO: 232212
 POSITION TITLE: _____

DATE POSTED: 09/03/20
 CLOSING DATE: 10/01/20 - 5:00pm

Recreation Specialist

DEPARTMENT NAME / WORKSITE: DODE/Office of Diné YOUTH - Shiprock, NM

WORK DAYS: <u>Monday - Friday</u> <small>(Occasional Saturday's)</small>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>BC62A</u>	
WORK HOURS: <u>8am-5pm</u> <small>(Occasional afterhours/Saturday's)</small>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____	\$ <u>36,462.40</u> PER ANNUM
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/>	DURATION: _____	\$ <u>17.53</u> PER HOUR
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	_____	

DUTIES AND RESPONSIBILITIES:

Under general supervision, performs work of considerable difficulty in assessing, planning, developing and implementing recreational programs. Develop, implement and coordinate a variety of recreational programs (indoor/outdoor) for groups through onsite and outreach sites. Utilize and develop curriculums/programs and evaluate participant objectives to aid in the ongoing success of the recreational program. Plans, directs, promotes and develop youth and adolescents interest in supporting and participating in recreational activities involving various recreation/sports activities, fitness events, nutritional education, and arts and crafts/hobbies. Chaperones youth on youth activities/events/trips. Transport personnel, participants, supplies, and equipment as necessary for work activities or various program sites. Provide and administers first aid treatment in emergencies. Conducts research and surveys to assess, evaluate and determine recreational needs and interests. Attend various meetings to understand the trends of the youth, to determine recreational and fitness needs and opportunities of the youth, to disseminate information, and gain overall program support and participation of the various schools, communities/chapters, and entities. Serve as a direct service provider to ensure delivery of recreational program services to the youth by communicating, interacting, and developing recreational/wellness/fitness activities which includes teamwork, physical activities, education pursuits, participation in non-competitive sports/activities, family activities, workshops, experiential learning and additional activities focused on positive development of character, self-esteem, leadership and overall health. May also serve as a liaison to all other areas of service, focusing on the development of youth in areas of job readiness, character development, Diné language/culture, and interpersonal/intrapersonal communication. Plan, develop, organize, and conduct in-service and related training for the youth, staff, and volunteers in the areas of teamwork, leadership, stress management, etc. Promotes a network of partnerships with local educational and youth development organizations for support, integration, and coordination of efforts. May coordinate activities and services with other professional personnel such as those engaged in medicine, social work, therapy, psychology, and/or juvenile or youth work to ensure recreational balance is coordinated and integrated with special service needs. When necessary, supervise recreation coordinators, recreation aides, and/or support staff. Prepare required reports, statistics, forms, activity packets, proposals, and budgets. May be assigned other duties pertinent to the overall success of the program.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Recreation, Physical Education, Exercise Science, Sports Administration or closely related field; or an equivalent combination of education and experience.

Special Requirements:

- Possess a valid state driver's license.
- A favorable background investigation.

Supplemental Requirements:

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit, Cardiopulmonary Resuscitation (CPR), First Aid Certification and Food Handler's Permit within 90 days of date of hire.

(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 methods and techniques of program planning and objectives in recreation/fitness/wellness; of active and passive recreation/fitness/wellness activities suitable for children, adolescents and or adults or special populations; and of current principles, techniques and objectives of recreational information and programs. Skill in preparing written reports; assessing, evaluating, determining recreational resources, needs and potentials of youth and communities; in supervising and working with diverse age groups; in first aid methods and safety precautions used in recreational field; event management skills; and in establishing and maintaining effective working relationships. Ability to work indoors and outdoors and lift up to 50 lbs.; and be physical active to work with youth ages 5 to 24 years old.

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