

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH0637017

Date Posted: 09/10/12

POSITION NO: 241200

Closing Date: 09/21/12

CLASS CODE: 3680

POSITION TITLE: Recreation Specialist

DEPARTMENT NAME: Navajo Special Diabetes Project

DEPARTMENT NO: 63 WORKSITE LOCATION: Tuba City, AZ

WORKS DAYS/HOURS: POSITIVE TYPE: GRADE: R62A

Days: Monday-Friday

Permanent:

SALARY:

Hours: 8:00 - 5: 00 p.m.

Temporary:

Duration: _____ \$ 32,073.60 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 15.42 Per Hour

DUTIES AND RESPONSIBILITIES:

Develops and implements a continuing public education program to encourage and motivate the Navajo people to understand, support and utilize recreational and wellness facilities and resources. Conducts studies, surveys and research to assess, evaluate and determine wellness needs, interest and wants to all age groups. Attend chapter meetings to disseminate information, determine recreational and wellness needs and potential and to seek and gather community interest and support.

Seeks and solicits outside monies to fund wellness program costs. Establishes and maintain an on-going contact and liaison with educational and recreational organizations for mutual support, integration and coordination of efforts; organizes, promotes and develops interest, support and participation in allied and recreational activities involving sports, games, music, dramatics and wellness activities.

Work and coordinate activities, programs and service with para-professional and professional personnel, those engaged in medicine, health providers, social work, nursing, psychology, therapy and/or those involved in juvenile or youth work and the elderly to insure that recreation is balanced, coordinated and integrated with special service needs. Attends recreational conferences and staff meetings. Provides monthly reports.

QUALIFICATION REQUIREMENTS:

Education and Training:

A Bachelor's degree in Recreation, Leisure Studies or closely related field and;

Experience:

Two (2) years in recreation planning and development; 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, degree, diploma, certificates, permits, etc.)

Special Knowledge, Skills and Abilities:

Knowledge of methods and techniques of program planning and objectives of public recreation, of active and passive game activities suitable for children, adolescents, adults, senior citizens and/or special population, of current principles, techniques and objective of public information and relations program.

Skill in evaluating and editing content, structure and format of a range of written educational material, in assessing, evaluating and determining recreational resources, needs and potential of communities, in first aid methods and necessary safety precautions used in recreational work.

License/Certification Requirements:

Valid state driver's license, CPR certificate, Navajo Nation Vehicle Operator's Permit, and Food Handler's permit, *preferred*.

VETERAN'S 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