

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOE0809522

DATE POSTED: 11/17/14

POSITION NO: 209979

CLOSING DATE: 12/02/14

POSITION TITLE: Recreation Specialist

DEPARTMENT NAME / WORKSITE: Office of Diné Youth/Fort Defiance Agency

WORK DAYS: Monday-Friday; Some Saturdays REGULAR FULL TIME: GRADE/STEP: AB62A

WORK HOURS: 8:00 a.m. - 8:00 p.m. PART TIME: NO. OF HRS./WK.: _____ \$ 34,028.80 PER ANNUM

SEASONAL: DURATION : _____ \$ 16.36 PER HOUR

TEMPORARY:

DUTIES AND RESPONSIBILITIES:

Develops, coordinates, implements, and evaluates a variety of recreational programs. Develops program and client objectives to aid in the ongoing success of the recreational program. Plans, directs, promotes and develops client interest, support and participation in recreational activities involving various sports, fitness events, arts and crafts/hobbies; conducts studies, surveys and research to assess, evaluate and determine recreational needs and interests; attends various meetings to disseminate information and gain overall program support to aid in the determination of fitness needs and potential and to seek community interest. Serves as a direct service provider ensuring delivery of interactive comprehensive services to youth. Program activities focus on youth development; activities/goals which may include competitive, non-competitive sports, family activities, fitness 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, culture and interpersonal/intrapersonal communication.

Plans, develops, organizes and conducts in-service and related training for 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 that recreation is balance, coordinated and integrated with special service needs. May supervise recreation coordinators and/or interns, when necessary; prepares required reports and forms, case notes, 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.

Preferred Qualifications:

- Two (2) years in recreation planning and development.
- Certification in Individual and Group Exercise.

Special Requirements:

- Possess a valid state driver's license.
- Possess a current CPR and First Aid Certificate, 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 methods and techniques of program planning and objectives for public recreation/fitness
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; writing skills; oral communication skills; and event management skills

<<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.