

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DODE08012847

DATE POSTED: 11/23/16

POSITION NO: 240564

CLOSING DATE: 12/08/16

POSITION TITLE: Recreation Aide

DEPARTMENT NAME / WORKSITE: DODE/Office of Dine Youth- Fort Defiance, Arizona

WORK DAYS: M-F; some Weekends REGULAR FULL TIME: GRADE/STEP: AB55A

WORK HOURS: 8-5; some Evenings PART TIME: NO. OF HRS./WK.: _____ \$ 18,616.00 PER ANNUM

SEASONAL: DURATION : _____ \$ 8.95 PER HOUR

TEMPORARY:

DUTIES AND RESPONSIBILITIES:

Implement and coordinates recreational activities (indoor and outdoor) for group participation at multiple sites to include, but not limited to afterschool and summer programs in accordance in the Office of Diné YOUTH's mission. Ensure participants safety and wellbeing at all times. Responsible for coordinating all necessary recreation supplies and equipment need for programming. Assist in creation and implementing of curriculums, implement established policies and procedures to ensure a safe and positive environment. Provide assistance in the development and delivery of recreation activities, which includes; oversee enrollment and attendance. Ensure sites are operating in accordance with assigned schedules. Using excellent customer service skills, establishes and maintains effective working relationship with other Diné Youth Personnel and general public. Complete and submit all necessary weekly and monthly report.

Minimum Qualifications:

- High School Diploma or 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:

Navajo Nation Food Handler's permit. Certification in curricula. CPR & First Aid Certification.

<<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.