

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH06316709

DATE POSTED: 12/04/18

POSITION NO: 241200

CLOSING DATE: 12/17/18

POSITION TITLE: Recreation Specialist

DEPARTMENT NAME / WORKSITE: Navajo Special Diabetes Program / Tuba City, AZ

WORK DAYS: Monday - Friday REGULAR FULL TIME: GRADE/STEP: AR62A

WORK HOURS: 8am - 5pm PART TIME: NO. OF HRS./WK.: _____ \$ 35,755.20 PER ANNUM

SENSITIVE SEASONAL: DURATION : _____ \$ 17.19 PER HOUR

NON-SENSITIVE TEMPORARY: _____

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.

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.

Works and coordinates 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 ensure that recreation is balance, coordinated and integrated with special services needs. Attends recreational conferences and staff meetings. Provides monthly reports.

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.
- Possess a current CPR and First Aid Certificate and a Food Handler's Permit.
- A favorable background investigation.

Supplemental Information:

Persons hired in this position must obtain a Navajo Nation Vehicle Operator's Permit, National Incident Management System Training. Depending upon the needs of the Nation, some incumbents of the class may require to demonstrate fluency in both the Navajo and English languages as a condition of employment.

(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 of public recreation

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.

Skill in producing written documents using proper news style, sentence structure, grammar and punctuation.

Skill in evaluating and editing content, structure, and format of a range of written educational material.

Skill in assessing, evaluating and determining recreational resources, needs and potential of communities.

Skill in first aid methods and necessary safety precautions used in recreational work.

Skill 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.