

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No: DOE0803227
POSITION NO: 240614
CLASS CODE: 3681

Date Posted: 06/20/11
Closing Date: 07/01/11

POSITION TITLE: RECREATION COORDINATOR
DEPARTMENT NAME: Office of Youth Development-Boys & Girls Clubs of Dine' Nation - Tuba City Agency
DEPARTMENT NO: 80 WORKSITE LOCATION: LeChee, Az
WORKS DAYS/HOURS: POSITION TYPE: GRADE: R61A
Days: MON - FRI Permanent:
Hours: 8:00 am - 5:00 pm Temporary: Duration: _____ \$ 29,390.40 Per Annum
Part-Time: No. of Hrs/Wk: 40 \$ 14.13 Per Hour

DUTIES AND RESPONSIBILITIES:

Plans, coordintes and initiates structured youth recreational activities in chapters, schools and communities; promotes prevention activities; promotes the opportunity for individuals to develop their physical/athletic skills and confidence; ensures the development of high self-esteem, a better lifestyle, social skills and sportsmanship. Serves as a resource person for recreational activities and structured activities and implements competitive, non-competitive physical activities which may include competitive, support, integration and coordination of efforts; may coordinate activities and services with other professional personnel such as those engaged in medicine, social work, physical therapy, psychology and/or juvenile or youth to ensure that health and physical wellness is balance to coordinate/intergrate with special service needs. Prepares required reports, forms and documenation as required; to perform other tasks related to DOY programs as needed. To attend meetings, trainings and workshops related to duties and responsibilities of the program.

QUALIFICATION REQUIREMENTS:

Education and Training:

An Associates's Degree in Recreation, Physical Education or closely related field; and

Experience:

Two (2) years in recreational leadership experience; or an equivalent combination of education, training, and experience which provides the capabilities to perfrom the described duties. ***(To receive full credit for educational / training, applicant must submit copies of college transcripts, certificates, diploma, etc.***

Special Knowledge, Skills and Abilities:

Knowledge of methods and techniques of program planning and objectives for public recreation; Knowledge of active and passive game activities suitable for children, adolescetns, adults, seniors citizens, and/or special populations; Knowledge of current principles, techniques and objectives of public information and relations programs; Skill in assessing, evaluating, determining recreational resources, needs and potentials of communities; writing skills; oral communication skills, and event management skills. Ability to actively interact with diverse youth preferred. Skill in first aid methods and necessary safety precautions. Work is performed both indoors and outdoors with exposure to variety of adverse weather conditions.

License/Certification Requirements:

Must pass criminal background check and employee assessment prior to employment. Must maintain a favorable background check as a condition of employment. Applicants must be responsible for any fees associated with background check. Must have a valid State of Arizona Driver's License to operate company vehicle.

VETERANS' 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