

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH07210324

DATE POSTED: 06/22/15

POSITION NO: 947043

CLOSING DATE: 07/14/15

POSITION TITLE: Recreation Specialist (S)

DEPARTMENT NAME / WORKSITE: DOH/Department of Behavioral Health Services/Shiprock, NM

WORK DAYS: Mon-Fri REGULAR FULL TIME: GRADE/STEP: AB62A

WORK HOURS: 8 am- 5 pm 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 program plans and objectives to meet the Navajo Regional Behavioral Health Center needs. Plans, directs, promotes and develops interest, support and participation in recreational activities involving sports, fitness runs, youth camps, arts and crafts and hobbies; conducts studies, surveys and research to assess, evaluate and determine recreational needs and interests; attends chapter meetings to disseminate information, determine recreational needs and potential, and to seek community interest and support

Introduces new and/or additional facilities, programs or services to meet the recreational needs of the Navajo people; seeks and solicits outside monies to fund program costs; establishes and maintains ongoing contact and liaison with local educational and recreational organizations for mutual support, integration and coordination of efforts; may work and coordinate activities, programs and services with other professional personnel, such as those engaged in medicine, social work, psychology, therapy and/or juvenile or youth work to ensure that recreation is balanced, coordinated and integrated with special service needs.

Serves as resource person in recreational matters by providing information, expertise, insight, and technical assistance; interprets laws, rules and regulations related to recreation; plans, develops, organizes and conducts in-service and related training for assigned staff and volunteers; assists in the preparation of budget, proposals and grants; prepares required reports; attends meetings, training and conferences.

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:

- A favorable background investigation.
- Possess a valid state driver's license.
- Possess a current CPR and First Aid Certificate, and a 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.)

Physical Requirements and Work Environment:

Work is performed both indoors and outdoors with exposure to a variety of adverse weather conditions. Work may at times be strenuous, requiring continuous physical effort for long periods; and lifting objects weighing up to 50 lbs.

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 establishing and maintaining effective working relationships.

<<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.