

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DOE0802552

Date Poste 11/08/10

POSITION NO: 240574

Closing Date: 11/22/10

CLASS CODE: 3681

POSITION TITLE: RECREATION COORDINATOR

DEPARTMENT NAME: Office of Youth Development (OYD) ~ Boys & Girls Club of Dine' Nation

DEPARTMENT NO: 80 WORKSITE LOCATION: Tuba City, AZ

WORKS DAYS/HOURS: POSITION TYPE: GRADE: N61A

Days: Mon-Fri some wknds Permanent:  SALARY:  
Hours: 8am - 5pm some evenings Temporary:  \$ 28,371.20 Per Annum  
Part-Time:  Duration: \_\_\_\_\_ \$ 13.64 Per Hour  
No. of Hrs/Wk: 40

**DUTIES AND RESPONSIBILITIES:**

Plans, coordinates 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, non-competitive sports, family activities, fitness workshops, experiential learning and additional activities focused on positive development of character, self-esteem, leadership and overall health. Plans, coordinates in-service and related trainings, instructional clinics, workshops for staff, volunteers, coaches, referees, parents and interested community members according to established policies and procedures; recruits and supervises individuals interested in recreation, physical fitness, competitive sports and healthy living.

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, physical therapy, psychology and/or juvenile or youth to ensure that health and physical wellness is balanced to coordinate/intergrate with special service needs. Prepares required reports, forms and documentation as required; to perform other tasks related to DOY programs, as needed. To attend meetings, trainings and workshops related to duties and responsibilities of program.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

An Associate'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 perform 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, adolescents, adults, senior 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 is preferred. Skill in first aid methods and necessary safety precautions. Work is performed both indoors and outdoors with exposure to a variety of adverse weather conditions.

**License/Certification Requirements:**

Must pass criminal background checks and employee assessment prior to employment as a condition of employment because the position requires working with youth. Applicant will be responsible for any fees associated with the background check. Preferred: Must possess 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