

RECREATION COORDINATOR

DEFINITION: Under general supervision, performs work of moderate difficulty in planning, coordinating and supervising recreational activities in physical, social and cultural programs within the chapters, schools and communities; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbent of this class.

TASKS:

Plans, coordinates and initiates structured recreational activities in chapters, schools and communities; promotes prevention/intervention activities and implements competitive/non-competitive physical activities that include sports, fitness runs, youth camps, arts and crafts and hobbies; promotes the opportunity for individuals to develop their physical/athletic skills and confidence; ensures the development of high self-esteem, better lifestyle, social skills and sportsmanship.

Plans and coordinates in-service training, 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, competition and healthy living.

Assists other organizations in the delivery of direct services; advocates for communities to become self-sufficient in developing their own recreational activities and multi-purpose centers; prepares and coordinates news releases regarding planned activities; contacts and arranges for sports celebrities to make presentations encouraging individuals to continue a healthy lifestyle; prepares required reports; attends meetings, training and conferences.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of methods and techniques of program planning and objectives in 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.

Skill in supervising and working with diverse age groups.

Skill in first aid methods and safety precautions used in recreational field.

Skill in establishing and maintaining effective working relationships.

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 of time.

MINIMUM QUALIFICATIONS:

- An Associate's degree in Recreation, Physical Education or closely related field; and two (2) years of recreational leadership experience.

PREFERRED QUALIFICATIONS:

- Two (2) years of recreational, fitness or wellness experience.
- Certification in Individual or Group Exercise.

THE NAVAJO NATION

Class Code: 3681
Community Education and Counseling Series
Recreation Group
Overtime Code: Non-Exempt
Pay Grade: 61

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SPECIAL REQUIREMENTS:

- Possess a valid state driver's license.
- Possess current CPR, First Aide Certificate and Food Handler's Permit.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.