



PUEBLO OF JEMEZ
JOB ANNOUNCEMENT
2023-0075
EDUCATION DEPARTMENT
PHYSICAL ACTIVITY COORDINATOR

Position Title:	Physical Activity Coordinator	Pay Level:	\$15.48 – \$23.23
Position Open Date:	10/30/2023 – Until Filled	Department:	Education
Position Status:	Full-Time	Classification:	Non-Exempt
Supervisor:	School Health Manager	Location:	Education

POSITION SUMMARY:

The Physical Activity Coordinator is responsible for providing leadership, alignment, coordination, and delivery in developing and improving the Physical Activity programming at the local schools. The coordinator ensures that resources are available for both teachers and students to engage in physical activities during instruction. Works closely with all the local schools and tribal programs to provide safe and fun student activities that promote overall health and wellness.

This job description indicates, in general, the nature and levels of work, knowledge, skills, and other essential functions expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbents may be asked to perform other duties required.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION & EXPERIENCE:

High school diploma (or GED) and three years of relevant experience in school physical activity programs or health promotion sciences. Preferred: associate or bachelor's degree in any major.

REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:

New Mexico Driver's License
Background Investigation
CPR, First Aid within 3 months of date of employment

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Mobility to work in a typical office setting and use standard office equipment; stamina to sit for extended periods of time; strength and agility to lift and carry up to 20 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in over the telephone and in person.

ESSENTIAL FUNCTIONS:

- Develops a physical activity curriculum that is evidence-based and provides physical education instruction for students in grades K-12.
- Set goals and objectives for physical activity programming that will be implemented in the local schools.
- Plans and leads the development of physical fitness programming for the local schools.
- Develop a budget to support the goals related to physical health and wellness.
- Disseminates materials and resources to staff and students to promote physical wellness.
- Works closely with the School Health Manager, Director and Assistant Director of Education, and other administrative partners in planning and coordinating physical activity curricula.
- Plans and coordinates school-wide activities and projects.
- Ensures an environment that promotes physical activity safety, health, and well-being.
- Assist with the development, implementation, and enforcement of policies that promote student and staff health.
- Advise school administrators and staff on adherence to school wellness policies.
- Provides nutrition and physical fitness education to parents in various media such as handouts, postings on school websites or social media, and information provided at school events.
- Educate staff, students, and families on health promotion, overall wellness, disease prevention, physical performance, and achieving academic success.
- Assist and coordinate with the JHHS Community Wellness Program on youth services related to physical activity and overall health and well-being.

REQUIRED KNOWLEDGE AND SKILLS:

- Ability to help inform the community about services available for school-aged children.
- Ability to coordinate and facilitate community outreach activities for students and their families.
- Knowledge and understanding of school health initiatives, including health promotion and disease prevention programs for children and adolescents.
- Knowledge and understanding of early childhood initiatives.
- Knowledge of implementing evidence-based health education, and health promotion programs
- Ability to communicate effectively, verbally, and in writing.
- Good organizational skills.
- Ability to gather data and process measures.
- Ability to develop and deliver program presentations and materials.

To apply for the position posted, please apply as follows

Send;

Pueblo of Jemez Job Application

To;

humanresources@jemezueblo.org

Or;

Pueblo of Jemez-Attention Human Resources Department

PO Box 100

Jemez Pueblo, NM 87024