



PUEBLO OF JEMEZ
JOB ANNOUNCEMENT
2023-0081
JEMEZ HEALTH & HUMAN SERVICES
COMMUNITY WELLNESS
COMMUNITY WELLNESS COORDINATOR

Position Title:	Community Wellness Coordinator	Pay Level:	\$15.48 – \$23.22
Position Open Date:	11/14/2023 – Until Filled	Classification:	Non-Exempt
Position Status:	Full-Time	Location:	Community Wellness
Supervisor:	Community Wellness Manager		

POSITION SUMMARY:

Responsible for the coordinating, organizing, timekeeping, and administrative assistance for the Community Wellness Program.

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. Incumbent 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 General Equivalency Diploma (GED); and two (2) years of youth/fitness/recreation program experience.

REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:

New Mexico Driver's License
Background Investigation
CPR & First Aide certification within six (6) 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 enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical athletic center setting, strength, and agility to lift and carry up to 20 pounds, and stamina to sit or stand for extended periods of time, vision to read printed materials and a computer screen, and hearing and speech to communicate in person and over a telephone. Agility to perform creation, fitness, or cultural activities.

ESSENTIAL FUNCTIONS:

- Coordinate implementation of goals, objectives, programming, and policies and procedures.
- Coordinate Walatowa Fitness Center's membership processes and subscriptions.
- Responsible for the overall administrative duties of the Community Wellness Program; to include data collection and advertisement of community events.
- Coordinates collaboration with the Jemez Health & Human Services Clinic and Community Programs.
- Responsible for referrals and coordination of those services.
- Works closely with the Public Health program to ensure partnership and wellness to the community.
- Works closely with the Public Health Community Advocates to coordinates activities, workshops, and education to foster community engagement.
- Responsible for management of office administrative duties, to include the Microix financial system, timekeeping, Mindbody and membership tracking.
- Schedules and arranged for meetings, organizes own work, sets priorities, and meets critical deadlines.
- Coordinates facility Community Wellness events in collaboration with Community Wellness Programs.
- Serves as timekeeper for the program.
- Serves as first level financial management requestor.
- Serves as the point person for Community Wellness coordinating and programming. i.e. wellness activities, fun run/walks, basketball leagues, volleyball leagues, etc. activities and programs as required.
- Maintains facility schedules and calendars.
- Coordinates and assists in purchasing or obtains needed materials and supplies.
- Responds to public inquiries and complaints related to recreation and cultural programs and activities.
- Orders and accounts for the use of program supplies and equipment.
- Represents the Pueblo with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.
- Coordinates staff trainings/certifications.

REQUIRED KNOWLEDGE AND SKILLS:

Knowledge of:

- Towa language.
- Standard office administrative practices and procedures, including organizational skills.
- Principle and practices of program and event supervision.
- Safety practices and procedures relating to the work, including practices of first-aid.
- Record keeping principles and practices.
- Customer service and public relations methods and practices.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.
- Computer applications related to assigned duties and activities.

Skills in:

- Organizing, leading, and implementing operations for a variety of recreation, sports and cultural programs and activities.
- Maintain accurate records and files.
- Preparing clear and concise reports, correspondence, instructions, and other written materials.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Providing customer services in the most cost effective and efficient manner.
- Establishing and maintaining effective working relationship with those contacted in the course of work.
- Communicate effectively in oral and written forms.

To apply for the position posted, please apply as follows

Send;

Pueblo of Jemez Job Application

To;

humanresources@jemezpueblo.org

Or;

Pueblo of Jemez-Attention Human Resources Department

PO Box 100

Jemez Pueblo, NM 87024