



PUEBLO OF JEMEZ
JOB ANNOUNCEMENT
2024-031
HEALTH & HUMAN SERVICES
COMMUNITY WELLNESS
SUMMER RECREATION ASSISTANT

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|----------------------------|-----------------------------|------------------------|--------------------|
| Position Title: | Summer Recreation Assistant | Pay Level: | \$12.00 |
| Position Open Date: | 4/22/2024 – Until Filled | Classification: | Non-Exempt |
| Position Status: | Temporary Full-Time | Location: | Community Wellness |
| Supervisor: | Youth Center Coordinator | | |

POSITION SUMMARY:

Responsible for assisting the Community Wellness Youth Services staff with the summer recreational program and activities.

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).

REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:

New Mexico Driver's License
Background Investigation
CPR & First Aid certifications within (10) days 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 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; agility to perform fitness and cultural activities.

ESSENTIAL FUNCTIONS:

- Assists with recreation and cultural programs and activities.
- Assists with supervision of summer recreation program youth participants which includes leading activities; providing guidance and discipline; and problem resolution.
- Promotes participation.
- Monitors youth and ensures they abide by rules and regulations.
- Responds to and provides first aid when necessary.
- Ensures the safety of the participants and responds to and documents incidents and injuries.
- Works with youth to develop and build basic skills with an emphasis on learning, fun, and sportsmanship.
- Creates and maintains a safe, clean, and healthy environment.
- Opens and closes facility.
- Assists with inventory of supplies and equipment.
- Takes necessary precautions to protect program equipment, materials, and facilities.
- Adheres to organizations policies and procedures.
- Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a work team.
- Represents the Pueblo with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

REQUIRED KNOWLEDGE AND SKILLS:

Knowledge of:

- Towa language.
- Youth recreational activities.
- Healthy lifestyles.
- Safety practices and procedures relating to the work, including practices of first aid.
- Customer service and public relations methods and practices.
- Computer applications related to assigned duties and activities.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic, and cultural backgrounds, in person and over the telephone.

Skill in:

- Organizing, leading, and implementing a variety of recreation, sports and cultural programs and activities.
- Contributing effectively to the accomplishment of team or work unit goals, objectives, and activities.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Communicating 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