



PUEBLO OF JEMEZ  
JOB ANNOUNCEMENT  
2024-017  
JEMEZ HEALTH & HUMAN SERVICES  
COMMUNITY WELLNESS  
YOUTH CENTER ASSISTANT

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<b>Position Title:</b>	Youth Center Assistant	<b>Pay Level:</b>	\$15.75
<b>Position Open Date:</b>	02/29/2024 – Until Filled	<b>Classification:</b>	Non-Exempt
<b>Position Status:</b>	Full-Time	<b>Location:</b>	Community Wellness
<b>Supervisor:</b>	Youth Center Coordinator		

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**POSITION SUMMARY:**

Responsible for assisting with and overseeing youth recreational and cultural programs and services.

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 one (1) year or recreation program experience.

**REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:**

New Mexico Driver's License  
Background Investigation  
CPR & First Aid 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 recreation, fitness, or cultural activities.

## **ESSENTIAL FUNCTIONS:**

- Assists and oversees with youth recreation and cultural programs and activities; manages activities and programs as required.
- Assembles and breaks-down facilities and equipment for events.
- Maintains facility schedules and calendars.
- Assists in purchasing or obtains needed materials and supplies.
- Directs and reviews the work of part-time and supports staff and volunteers; instructs staff in work procedures and ensures adherence to safety policies and procedures.
- Responds to public inquiries and complaints related to recreation and cultural programs and activities.
- Maintains facilities in a clean and safe condition; reports need for repairs and safety hazards.
- Promotes youth recreation and cultural programs in the community and/or facility; communicates with business and community leaders, the media, and other public officials to promote programs and fundraisings.
- 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.
- Assists with cleaning and disinfecting of restrooms and locker rooms; restocks supplies if necessary.
- Orders and accounts for the use of program supplies and equipment.
- Refills water dispensers.
- Effectively enforces youth center policies and procedures.
- 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.
- 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.

Skill in:

- Organizing, leading, and implementing a variety of recreations, sports and cultural programs and activities.
- Maintaining 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 relationships 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**

**[humanresources@jemezpueblo.org](mailto:humanresources@jemezpueblo.org)**

**Or;**

**Pueblo of Jemez-Attention Human Resources Department**

**PO Box 100**

**Jemez Pueblo, NM 87024**