



PUEBLO OF JEMEZ  
JOB ANNOUNCEMENT  
2026-026  
JEMEZ HEALTH & HUMAN SERVICES  
COMMUNITY WELLNESS  
SUMMER RECREATION ASSISTANT

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<b>Position Title:</b>	Summer Recreation Assistant	<b>Pay Level:</b>	\$16.00
<b>Position Open Date:</b>	4/22/2026- Until Filled	<b>Classification:</b>	Non-Exempt
<b>Position Status:</b>	Temporary Full-Time	<b>Location:</b>	Walatowa Youth Center
<b>Supervisor:</b>	Youth Center Coordinator		

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**POSITION SUMMARY:**

Responsible for assisting with annual summer recreation 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 some recreation program experience.

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

CPR & First Aid certification within first week 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 with summer recreation program and activities; manages activities and programs as required.
- Assists with supervision of summer recreation participants.
- Assembles and breaks-down facilities and equipment for activities and events.
- Assists with program youth in all aspects of recreation.
- Assists youth center staff with daily activities.
- Maintains facilities in a clean and safe condition; reports need for repairs and safety hazards.
- Assists with cleaning and disinfecting restrooms and locker rooms; restocks supplies if necessary.
- Help maintain order with participants.
- Refills water dispensers.
- Effectively enforces youth center policies and procedures.
- Assists with daily cleaning of youth center gymnasium.
- 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 recreation, 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**

**To;**

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

**Or;**

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

**PO Box 100**

**Jemez Pueblo, NM 87024**