



**PUEBLO OF ISLETA**  
**HUMAN RESOURCES DEPARTMENT**  
**P.O. BOX 1270, ISLETA, NM 87022**  
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**VACANCY ANNOUNCEMENT**

**POSTING NO: 053-19**

**OPENING DATE: 03/07/2019**

**CLOSING DATE: 03/20/2019**

**POSITION:** Summer Recreation Aides (16 position)

**POSTED: WITHIN**

**PAY GRADE:** NE1 (\$8.00/hr.)

**FLSA STATUS:** Non-Exempt

**POSITION TYPE:** Full Time

**FUNDING SOURCE:** POI

**DEPARTMENT:** Recreation

**REPORTS TO:** Parks and Recreation Director

**BACKGROUND LEVEL:** Child Care

**JOB PURPOSE:**

Assists the Recreation Staff with scheduled summer youth activities.

*This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.*

**JOB DUTIES:**

- Assists with a series of activities for various age groups.
- Assists with the planning, implementing, and monitoring of recreational activities.
- Drives tribal vehicles and transports participants to various activities in the pueblo and surrounding communities if assigned; acts as transportation chaperone if not a driver.
- Ensures that all safety precautions are observed programs.
- Assists in teaching specialized skills to children as assigned.
- Assists in enforcing safety rules, policies, and procedures.
- Assists in transportation and maintenance or inventory of equipment, supplies, and materials.
- Assists in the maintenance of the facility through mopping, sweeping, cleaning, and sanitizing.
- Assists with the duties and responsibilities of other personnel in their absence.
- Attends program training sessions, workshops, and meetings as required.
- Other duties as assigned.

**SUPERVISION RESPONSIBILITIES: N/A**

**MINIMUM QUALIFICATIONS/REQUIREMENTS:****PLEASE BE SPECIFIC REGARDING QUALIFICATIONS, AND INCLUDE DOCUMENTS THAT CONFER THE HIGHEST LEVEL OF EDUCATION, CERTIFICATION AND LICENSES.**

- High School Diploma/GED preferred.
- Must be 16 years of age.
- CPR/First Aid certifications preferred.
- Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.
- Must be able to pass background check, with NO prior convictions of any felonies.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.
- Must have fingerprinting completed prior to employment.

**KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:**

- Knowledge of rules of the road and road signage.
- Knowledge of New Mexico driver and passenger service regulations.
- Knowledgeable of the pueblo community, surrounding areas, and the City of Albuquerque.
- Skill in treating internal and external customers with tact, courtesy, and respect.
- Ability to participate in recreation activities.
- Ability to drive safely and efficiently.
- Ability to work with various children in different age groups and to show patience and understanding
- Ability to maintain confidentiality.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to carry out instructions furnished in verbal or written format.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to handle multiple tasks and meet deadlines.
- Ability to exercise independent judgment.

**PHYSICAL DEMANDS:**

- Work requires extensive standing, lifting, bending, carrying, loading, unloading and transporting equipment and supplies or while performing or assisting in recreational activities.
- Position requires frequent lifting of 25 lbs.

**WORK ENVIRONMENT**

- Work is performed in an outdoor and indoor environment.
- Exposure to environmental conditions such as weather conditions, dust, mists, insects, fumes, etc. may occur.
- Frequent interaction with the public.
- Noise level is usually moderate.

**PREFERENCE:**

Tribal preference and Native American Indian preference shall apply to all positions at Pueblo of Isleta.