



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

POSTING NO: 179-19

OPENING DATE: 10/15/2019

CLOSING DATE: 10/29/2019

POSTED: IN/OUT

POSITION: Activities Coordinator
PAY GRADE: NE7 (\$13.97/hr. - \$18.86/hr.)
FLSA STATUS: Non-exempt
POSITION TYPE: Full Time
FUNDING SOURCE: POI Funded
DEPARTMENT: Elder Center
REPORTS TO: Elder Center Director
BACKGROUND LEVEL: Child/Elder

JOB PURPOSE: Promotes good physical and emotional health and well-being for clients of the Isleta Elderly Center by planning, developing, scheduling, and implementing approved 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:

- Administers approved budget(s) to implement all activities.
- Develops recreational programs for the elders; coordinates intergenerational programming.
- Schedules and implements field trip and special events.
- Develops, plans and schedules educational arts and crafts classes.
- Schedules and oversees physical activities to include Senior Olympic activities; teaches and leads exercise classes.
- Coordinates state Senior Olympic efforts for year round health promotion. Assists Advisory Board with event planning and scheduling, organizing events, ensure participants qualify in accordance with Senior Olympic rules, and recognize local participants accomplishments.
- Interviews elders to determine areas of interest.
- Promotes and advertises Elderly Center activities; creates and distributes center information through brochures, email, and websites.
- Prepares and distributes monthly activities calendar.
- Contacts participants about Elderly Center activities and special events.
- Prepares and distributes center newsletter; writes and compiles articles, encloses calendars, ensures pertinent and relevant information.

- Assists Elderly Center staff with service provision and provides information and assistance to the elders.
- Provides transportation for planned activities; serves as a backup driver for various services including meal delivery, special and emergency transportation requests.
- Provides supervision and training of volunteers; recruits and manages volunteers, creates schedules, tracks service hours, and recognizes volunteer services.
- Coordinates with Elderly Program staff efforts in preparation of facility for meetings, special events, and activities.
- Keeps leadership and staff informed of recreational program activities by participating in staff meetings.
- Maintains professional knowledge by attending meetings, training, educational workshops, classes and conferences.
- Compiles data, writes reports and maintains required documentation.
- Confers with management in order to discuss and resolve participant complaints.
- Works occasional weekends or evenings.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES: N/A

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- High School Diploma/GED
- Three year's activities, recreation work experience.
- Associate's degree preferred.
- Prior work with elderly and elderly programs preferred.
- First Aid and CPR Certification
- Ability to speak Tiwa preferred.
- Must be able to pass a TB screening.
- 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 Isleta Pueblo traditions, language, history and culture.
- Knowledge of department organization, functions, objectives, policies and procedures.
- Knowledge of the effects of aging on the physical, mental and emotional development of individuals.
- Knowledgeable of safety issues for elders and respond quickly and calmly in an emergency situation.
- 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 the operation of 8, 15, or handicapped passenger vans with the ability to use the handicapped equipment located on van.
- Skill in socializing and working with Elders.

- Ability to drive safely and efficiently.
- Ability to perform physical exercise.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to solicit game support, equipment, venues, volunteers and supplies.
- Ability to understand competition and recreational activities/rules.
- Ability to supervise, organize and review the work of volunteers
- Ability to exercise independent judgment.
- Ability to handle multiple tasks and meet deadlines.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to maintain confidentiality.
- Ability to work extended hours and various work schedules.
- Ability to work effectively with individuals and demonstrate leadership and team-building skills with empathy and enthusiasm.

PHYSICAL DEMANDS:

- Talk, hear sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Must be able to use long range vision while operating vehicles.
- Position requires frequent lifting of 50 lbs.

WORK ENVIRONMENT

- Work is performed indoors, outdoors, and in an automobile or passenger van.
- Exposure to exhaust and gas fumes may occur when driving or monitoring the automobile or van.
- Exposure to outdoor weather conditions.
- Employee may be exposed to unpleasant odors, bodily fluids, and infectious disease.
- Travel within and outside of the pueblo area is required.
- Frequent interaction with elders and the public.
- Noise level is usually moderate.

PREFERENCE:

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