



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

**POSTING NO: 041-21**

**OPENING DATE: 03/12/2021**

**CLOSING DATE: Open Until Filled**

**POSTED: IN/OUT**

**POSITION:** Activities Coordinator  
**PAY GRADE:** NE4 (\$14.52/hr. - \$19.60/hr.)  
**FLSA STATUS:** Non-Exempt  
**POSITION TYPE:** Full Time  
**FUNDING SOURCE:** POI Funded  
**DEPARTMENT:** Elder Center  
**REPORTS TO:** Director, Elder Center  
**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 trips and special events.
- Develops, plans and schedules educational sessions and arts/crafts classes.
- In partnership with POI Departments, provides scheduled exercise classes within the Elder Center and/or other POI Facilities.
- Coordinates year round NM State Senior Olympic efforts in accordance with Site Sanctioned Agreement.
- Assists Advisory Committee with event planning and scheduling, organizing events, ensure participants qualify in accordance with Senior Olympic rules, and recognize local participants' accomplishments.
- Surveys elders to determine areas of interest.
- Promotes and markets Elder Center activities; creates and distributes center information through tribal newsletters, brochures, email, and websites.
- Prepares and distributes monthly activities calendar.

- Contacts participants about Elder Center activities and special events.
- Assists Elder Center staff with service provision.
- Provides transportation for planned program activities; serves as a backup driver for various services including meal delivery, special and emergency transportation requests.
- Coordinates with Elder 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 and management team meetings.
- Strengthens and 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.
- Two year's activities, recreation work experience.
- 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 pass background check for position.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

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