



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
P.O. BOX 1270, ISLETA, NM 87022
PHONE: (505) 869-7584 FAX: (505) 869-7579
EMAIL: poiemployment@isletapueblo.com

VACANCY ANNOUNCEMENT

POSTING NO: 024-23

OPENING DATE: 01/27/2023

CLOSING DATE: 03/24/2023

POSTED: IN/OUT

POSITION: Recreation Lead
PAY GRADE: NE3 (\$13.20/hr. - \$17.82/hr.)
FLSA STATUS: Non-Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: POI Funded
DEPARTMENT: Parks & Recreation
REPORTS TO: Activities Coordinator
BACKGROUND LEVEL: Child/Elder

JOB PURPOSE: Promotes good physical and emotional health and well-being for children of the Isleta Recreation 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:

- Assist in developing recreational programs for the After School and Summer Recreation Programs.
- Assist in scheduling and implement on field trips and special events.
- Assist in planning and scheduling educational arts and crafts activities.
- Oversees physical activities to include After School and Summer Recreation programs.
- Assists in preparing monthly activities calendar.
- Provides transportation for planned activities and fieldtrips; serves as a backup driver for various services within the Recreation programs.
- Coordinates with Recreation 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.
- Confers with management in order to discuss and resolve participant complaints.
- Works occasional weekends or evenings.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES:

- Oversees After School Children and Summer Recreation Children throughout ongoing programs held at Recreation Center.

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- High School Diploma/GED.
- Three year's activities, recreation work experience.
- Associate's degree 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 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 children 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.
- Ability to operate 8 or 15 passenger vans.
- Skill in socializing and working with children.
- Ability drive safely and efficiently.
- Ability to perform physical exercise.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to understand recreational activities and rules.
- 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 children and the public.
- Noise level is usually moderate.

PREFERENCE:

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