



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

**POSTING NO: 153-23**

**OPENING DATE: 08/29/2023**

**CLOSING DATE: Open Until Filled**

**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.