



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

**POSTING NO: 100-24**

**OPENING DATE: 07/30/2024**

**CLOSING DATE: Open Until Filled**

**POSTED: IN/OUT**

**POSITION:** Recreation Assistant (2)  
**PAY GRADE:** NE2 (\$15.50/hr. - \$20.95/hr.)  
**FLSA STATUS:** Non-Exempt  
**POSITION TYPE:** Temporary Part-Time  
**FUNDING SOURCE:** POI Funded  
**DEPARTMENT:** Parks & Recreation  
**REPORTS TO:** Director, Parks & Recreation  
**BACKGROUND LEVEL:** Child/Elder

**JOB PURPOSE:** Assist Parks & Recreation Department Staff with year-round activities, programs, events, services and also to help with the year-round and summer youth programs.

*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:**

- Must be 16 years of age.
- 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 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 and Native American Indian preference shall apply to all positions at Pueblo of Isleta.