



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

POSTING NO: 043-25

OPENING DATE: 04/04/2024

CLOSING DATE: Open Until Filled

POSITION:	Recreation Center Aide/Front Desk	POSTED:	IN/OUT
PAY GRADE:	NE2 (\$15.50/hr. - \$20.95/hr.)		
FLSA STATUS:	Non-Exempt		
POSITION TYPE:	Part Time-Temporary		
FUNDING SOURCE:	POI Funded		
DEPARTMENT:	Parks & Recreation		
REPORTS TO:	Director, Parks & Recreation		
BACKGROUND LEVEL:	Child/Elder		

JOB PURPOSE: Assists the Recreation Center staff with general office and facility maintenance support. Provides assistance with planning and implementing scheduled recreational activities. Maintains professionalism in all interactions with internal and external customers.

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:

- Answers incoming telephone calls, determines purpose of callers, and forwards calls to appropriate personnel or department.
- Provides general information to the public concerning the functions of the Recreation Center.
- Takes and delivers messages or transfers calls to voice mail when appropriate personnel are unavailable.
- Retrieves messages from voice mail and forwards to appropriate personnel.
- Welcomes on-site visitors, determines nature of business, and announces visitors to appropriate personnel. Answers questions about program services and provides general information.
- Maintains an effective filing system of documentation and records.

- Maintains phone system, fax machines, and other office equipment calling on repairs as needed.
- Sends fax, and retrieves, logs and distributes incoming faxes.
- Orders, receives, and maintains office supplies as needed.
- Creates and prints fax cover sheets, memos, correspondence, reports, and other documents when necessary.
- Manages the breakfast and lunch summer program; assists in watching children during the summer program as needed.
- Assists in planning and preparing for upcoming monthly events.
- Contributes to a team effort and accomplishes related results as required.
- 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.
- Assists in teaching specialized skills to children as assigned.
- Assists in enforcing safety rules, policies, and procedures.
- Assists in 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.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES: N/A

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- High School Diploma/GED.
- 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 business English, proper spelling, grammar, punctuation, and basic arithmetic.
- Knowledge of office functions, procedures, and policies.
- Skill in operating various word-processing, spreadsheet and database software programs.
- 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:

- Talk, hear sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- 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 a typical interior/office environment and may also be 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 minimal.

PREFERENCE:

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