



**PUEBLO OF ISLETA**  
**HUMAN RESOURCES DEPARTMENT**  
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**VACANCY ANNOUNCEMENT**

**POSTING NO: 111013/15-26 (3 Positions)**

**OPENING DATE: 04/28/2026**

**CLOSING DATE: 05/19/2026**

**POSTED: IN/OUT**

**POSITION:** Youth/Group Leader

**PAY GRADE:** NE4 (\$18.78/hr.-\$25.35/hr.)

**FLSA STATUS:** Non-Exempt

**POSITION TYPE:** Part Time

**FUNDING SOURCE:** POI Funded

**DEPARTMENT:** Department of Education

**REPORTS TO:** Executive Director, Department of Education or designee

**BACKGROUND LEVEL:** Child/Elder

**JOB PURPOSE:** : Provides support and services for children, youth and adults in the community and in program settings. Youth/Group leader is an individual who guides and motivates groups of peers towards a common goal. Responsible for setting the pace, providing direction, and helping the group achieve its purpose.

*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 programs for the student and community engagement.
- Collaborates and assists in scheduling and implementing field trips and special events.
- Assist in developing, planning and scheduling activities.
- Establishes and maintains standards of conduct to promote positive behavior and interactions supporting a productive environment
- Oversees activities to include After School and Summer programs.
- Assists in preparing monthly activities calendar.
- Provides transportation for planned activities and fieldtrips; serves as a backup driver for various services
- Coordinates with staff for preparation of facility for meetings, special events, and activities.

- Keeps leadership and staff informed of activities through frequent communication.
  - Maintains professional knowledge by attending meetings, training, educational workshops, classes and conferences.
  - Confers with management to discuss and resolve participant complaints.
  - Provides academic assistance to help students improve academic performance.
  - Works with participants individually or in small groups to support student academic success in specific content areas.
  - Assists with various experiential learning opportunities for example family nights, field trips, college fairs, or workshops and conferences as needed.
  - Assist in tutoring individually or in small groups to support student academic success in specific content areas.
  - Researches, identifies and provides examples to support the student in the areas of need.
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  - Participates in Tiwa language classes.
  - Participates in leadership development.
  - Works occasional weekends or evenings.
  - Serves as a positive role model and uses appropriate language.
- Performs other duties as assigned.

**SUPERVISION RESPONSIBILITIES:**

- Oversees youth participants throughout ongoing programs.

**MINIMUM QUALIFICATIONS/REQUIREMENTS:**

- Must be an Isleta Tribal Member.
- High School Diploma/GED.
- Associate's degree preferred.
- Ability to speak Tiwa preferred.
- 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 traditional form of government and pueblo customs and traditions.
- Effective communication skills, both verbal and written.
- Flexibility, organization, decision-making and problem-solving skills.
- Ability to interact, collaborate and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to meet deadlines, work on multiple projects and coordinate the work of others.
- Ability to supervise and ensure a safe learning environment for youth.
- Knowledge and limited working proficiency of the Tiwa language.
- Motivation to utilize and converse in the Tiwa language on a continual basis.
- 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 to 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 25 lbs.

**WORK ENVIRONMENT:**

- Work is performed indoors, outdoors, and in an automobile or passenger 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.