



**PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
P.O. BOX 1270, ISLETA, NM 87022
PH. # 505.766.6623 FAX # 505.869.2812
E-Mail Address: poi70104@isletapueblo.com**

JOB ANNOUNCEMENT

**POSTING DATE: 07/23/10
POSTING DATE ENDING: 08/06/10
(POSTED IN AND OUT)**

TITLE: OUTDOOR EXPERIENTIAL EDUCATOR

LOCATION: DIABETES PROGRAM

PROGRAM: PROJECT VENTURE

NO OF POSITIONS: 1 Temp Full Time (TERM)

POSITION #: 13011 POSTING #: 066

STATUS: EXEMPT: NON-EXEMPT

GRADE: P1 STARTING SALARY: \$15.41 - \$18.75

General Statement of Duties: Responsible for the planning, implementation and coordination of PROJECT VENTURE state funded prevention program. Collaboration with existing service providers, schools, tribal groups and programs. Works closely with program director and evaluator to collect and organize program documentation and science-based data. Participation in ATODA prevention activities and events.

Supervision Received: Project Venture Director

Supervision Exercised: As assigned.

DUTIES AND RESPONSIBILITIES:

1. Implementation of culturally relevant in-school science-based prevention activities such as experiential education, challenge activities, and service leadership.
2. Basic knowledge of alcohol, tobacco, and other drug abuse evidence-based prevention
3. Ropes course/challenge course maintenance and facilitation.
4. Planning and implementation of adventure programs i.e. hiking, camping, rafting trips.
5. Administration of education to tobacco and alcohol merchants and to the tribal community.
6. Assist director in community mobilization strategies.
7. Maintain and update management data system (MDS).
8. Attend all state required meetings and trainings.
9. Perform other job related duties as assigned.

EDUCATION AND EXPERIENCE QUALIFICATIONS:

1. Experience in outdoor /experiential education, Ropes course maintenance and facilitation
2. Bachelor's degree in education, recreation, psychology, sociology or related field, with one year experience OR a high school diploma / GED with two years experience. Experience in substance abuse prevention preferred.
3. First Aid, CPR, Ropes Course Certification

NECESSARY SPECIAL REQUIREMENTS:

1. Tribal member preferred or previous work experience in Native American communities.
2. Staff member will have training or, be willing to complete training in prevention with goal of becoming certified preventionist as prescribed by the New Mexico Department of Health.
3. Staff member will have the capacity to work weekends and evenings as needed plus the ability/ license to drive vehicles.
4. Staff person must effectively communicate with state evaluators, school principals, school counselors, and parents.
5. Demonstrate capacity to work with pre-adolescent and adolescent youth and families, schools and tribal community.
6. Ability to effectively market and recruit participants and their families to the program.
7. Demonstrate organizational and record keeping skills.
8. Demonstrate strong oral and written communication skills.
9. Demonstrate basic computer skills.

SUBMIT APPLICATION/RESUME TO HUMAN RESOURCE DEPARTMENT, LOCATED IN THE GOVERNOR'S OFFICE OR MAIL TO HUMAN RESOURCE DEPARTMENT, PUEBLO OF ISLETA, P.O. BOX 1270, ISLETA, NM 87022

THE PUEBLO OF ISLETA IS A DRUG-FREE WORKPLACE
