



**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**

POSITION ANNOUNCEMENT

**POSTING DATE: 06/07/10
POSTING DATE ENDING: Until Filled
(POSTED IN AND OUT)**

TITLE: ACTIVITIES COORDINATOR

LOCATION: ISLETA ELDERLY CENTER

**NO. OF POSITIONS: 1-PART-TIME – SIX (6) HOURS A DAY WITH BENEFITS
(MAY DEVELOP INTO A FULL TIME POSITION)**

POSITION #: 23002 POSTING #: 043

STATUS: NON-EXEMPT

GRADE: A2 SALARY RANGE: \$10.22 - \$14.94

DESCRIPTION OF WORK

General Statement of Duties: The Activities Coordinator performs work of routine difficulty and plans, develops, schedules, and administers activities for the Isleta Elderly Center.

Supervision Received: Works under the direction of the Elderly Program Director.

Supervision Exercised: Supervise volunteers.

DUTIES AND RESPONSIBILITIES:

1. Develops recreational programs for the elders:
 - a. Schedule and implement field trips
 - b. Schedule and oversee educational/arts & crafts classes
 - c. Schedule and oversee physical activities to include Sr. Olympic activities
 - d. Teach/lead exercise classes
 - e. Schedule and administer special events
 - f. Interviews elders to determine areas of interest
 - g. Coordinate intergenerational programming
2. Promotes and advertises Elderly Center activities:
 - a. Prepare and distribute monthly activities calendar.
 - b. Create and distribute center information through brochures, email, websites, etc.

- c. Contact participants
 - d. Prepares and distributes Center Newsletter; writes articles, compiles articles, enclose calendars, pertinent and relevant information.
3. Assists Elderly Center staff with service provision:
 - a. Provides transportation for planned activities
 - b. Serve as a backup driver for various services (meal delivery, special/emergency transportation requests, etc.)
 - c. Provide information and assistance to the elders.
 4. Recruits and manages volunteers:
 - a. Create schedules for volunteers.
 - b. Recognition of volunteer services.
 - c. Provide supervision of volunteers.
 5. Works with Elderly Program staff on coordinated center activities:
 - a. Coordinates efforts in preparation of facility for meetings, special events, activities, etc.
 - b. Attends training
 - c. Attends meetings (e.g., staff, general meetings, advisory board, management team, etc.)
 - d. Compiles data, writes reports and maintains required documents
 6. Confers with management in order to discuss and resolve participant complaints
 7. Works occasional weekends or evenings.
 8. Performs other duties as assigned.

EDUCATIONAL REQUIREMENTS:

1. High school graduate or equivalent. BA preferred or AA degree with college coursework in public relations, marketing, health or recreation fields preferred. Two or more years of related work experience can be substituted for educational requirements. First Aid, CPR certification and CDL license a plus.

EXPERIENCE REQUIREMENTS:

1. Two or more prior work experience with the elderly and/or elderly programs preferred.

NECESSARY SPECIAL REQUIREMENTS:

1. Tribal member with fluency in the Tiwa language preferred.
2. Ability to maintain the confidentiality of records and client issues.
3. Ability to use a personal computer and related software such as Microsoft Publisher.
4. Ability to determine the suitability of activities for elders.
5. Ability to apply first aid and promote safety or sanitary precautions.
6. Ability to successfully pass a thorough background investigation and drug tests.
7. Knowledgeable of the physical limitations of the elder clientele.
8. Knowledgeable of and sensitivity to Isleta tribal beliefs and culture.
9. Knowledgeable of safety issues for elders and respond quickly and calmly in an emergency situation.
10. Ability to communicate clearly and concisely, both orally and in writing.
11. Skilled in establishing and maintaining effective and professional working relationships with different program representatives, clients, and their families.
12. Ability to prepare and maintain confidential written reports, records and files.
13. Ability to supervise, organize and review the work of volunteers
14. Ability to drive passenger vehicles in a safe and efficient manner.
15. Knowledgeable of tribal and state traffic rules and regulations.
16. Knowledgeable of the pueblo community, surrounding areas, and the City of Albuquerque.

17. Valid New Mexico Driver license with the ability to meet POI liability insurance requirements and maintain eligibility in order to drive tribal vehicles.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:

Work is performed indoors with occasional excursions outdoors and may be subject to inclement weather. Ability to lift up to 25 lbs. is required in order to carry supplies, materials and other equipment. Work may include standing for long periods of time, bending, stretching, kneeling, etc. Driving involves use of arm, hand, back when operating vehicles and assisting passengers in and out of vehicles.

Vjj/HR-RJD/ElderlyCtr 6-4-10

BACKGROUND CHECKS ARE ROUTINELY CONDUCTED ON PROSPECTIVE EMPLOYEES IN ORDER TO CERTIFY COMPLIANCE WITH MINIMUM BACKGROUND STANDARDS ESTABLISHED BY THE PUEBLO OF ISLETA.

SUBMIT APPLICATION 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