



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

POSTING NO: 018-25

OPENING DATE: 01/31/2025

CLOSING DATE: Open Until Filled

POSTED: IN/OUT

POSITION: Recreation Assistant (12)
PAY GRADE: NE2 (\$15.50/hr. - \$20.95/hr.)
FLSA STATUS: Non-Exempt
POSITION TYPE: Full Time-Temporary
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.