



COLORADO RIVER INDIAN TRIBES

Human Resources

26600 MOHAVE RD.

PARKER, ARIZONA 85344

PH (928) 669-1320 • FAX (928) 669-5263

VACANCY ANNOUNCEMENT

May 1, 2013

#63-13

DEPARTMENT: DHSS-SPECIAL DIABETES PROGRAM

POSITION: RECREATION SPECIALIST

SALARY: \$12.02-15.00 PER HOUR

CLOSING DATE: **OPEN UNTIL FILLED**

SUPERVISES BY:

SDP PROGRAM MANAGER and RECREATION PROGRAM COORDINATOR (under the direction of the SDP Program Manager)

DUTIES and RESPONSIBILITIES:

(THE FOLLOWING ARE ILLUSTRATIONS OF THE TYPICAL DUTIES AND RESPONSIBILITIES OF THE INCUMBENT AND ARE NOT TO BE CONSTRUED AS ALL INCLUSIVE.)

The Recreation Specialist (RS) for the Department of Health and Social Services (DHSS) Special Diabetes Project (SDP) assists the SDP Program Manager and the Recreation Program Specialist (RPS) in providing recreation program services to the Tribal Public. In light of the need for a segregation of funding between SDP Programming and Recreation Programming, Recreation Program staff (including the Recreation Program Coordinator and Recreation Specialist) will fully cooperate with SDP Program staff in a collaborative manner (acting as one unit of operation). Recreation Program staff (as tribally funded staff) are in no way limited as to their scope of service within the SDP Program. Limitations in the scope of service apply only to SDP staff who are funded fully with federal SDP Program dollars and are thereby restricted (to a degree) to performing functions and activities which are contained within the SDP Scope of Work. Bearing this in mind, incumbent participates as a multi-disciplinary team member to assess the needs of the community and provide culturally relevant recreational and physical education opportunities to Tribal members through the Recreation Program (in collaboration with SDP funded colleagues and other health and prevention programs). The RS is supervised by and directly reports to the SDP Program Manager and the Recreation Program Coordinator (RPC) at the direction of the SDP Program Manager.



MAJOR DUTIES/RESPONSIBILITIES:

- **Plan, implement, and coordinate CRIT Recreation Program activities (facilitated and non-facilitated events with a recreation theme for CRIT Tribal Members) at the direction and under the supervision of the CRIT SDP Program Manager and CRIT Recreation Program Coordinator.**
- **Under the direction and supervision of the SDP Program Manager and RPC, develop and implement goals and objectives for tribally funded recreation programming (physical activities, exercise and other healthy lifestyle classes, water based exercise classes and recreational opportunities, community events, athletic events, sponsorships, community presentations, recreational outing and trips for youth and seniors, transportation for SDP and recreational programming, and facility rental/use) which will supplement the organized SDP funded activities of the SDP Program and provide a broad and robust recreational program for the Tribes.**
- **Assist the RPC in implementing and conducting progress reviews of goals and objectives, annual/periodic (monthly, quarterly, semi-annual, and annual) evaluations and status reports; and reviewing planned future activities consistent with project goals, objectives, and work plans.**
- **Acquire (within three months of employment) and maintain as current at all times certification in First Aid and CPR.**
- **Acquire (within three months of employment) and maintain as current at all times appropriate exercise and fitness instructor trainings (equivalent to the level of training and certification required of SDP Fitness/Exercise Specialists.)**
- **Acquire (within three months of employment) and maintain as current at all times appropriate Life Guard/Water Safety Certification (equivalent to the level of training and certification required of SDP Fitness/Exercise Specialists.)**
- **Refer recreation participants to the SDP Program for formal participation in SDP activities.**
- **Refer Recreation participants to all available resources which may be relevant to their specific needs.**
- **Coordinate with other DHSS programs/agencies to provide wrap around services for participants/clients and families.**
- **In collaboration with the SDP Program and while coordinating for the implementation of SDP programming, assist other SDP Program staff in conducting screenings of SDP target populations; conducting individual health assessments; assisting clients and in preparing and tracking compliance with individualized goals; conducting periodic reviews of individual health assessment plans and records.**

- When directed by the SDP Program Manager, serve in the capacity of an SDP Fitness/Exercise Specialist for the purpose of providing SDP funded services to target populations as a part of the Collaboration of staff and services.
- Plan, develop, and present to the community information modules on health and active recreation based topics (such as physical fitness, diabetes, nutrition, etc.)
- Participate in and assist in the coordination of SDP and other DHSS funded summer and intersession camps for youth.
- Collect and compile statistical and demographic information for program purposes (providing reports to grant funding agencies, administration, and the Tribal Council) at the direction of the SDP Program Manager.
- Collaborate with other DHSS Programs (Social Services, Senior Program, CHR, BHS, and ASAP) for the delivery of services to all target populations.
- Perform all other duties as assigned.

EDUCATION AND EXPERIENCE QUALIFICATIONS:

Minimum Qualifications-

- An Associate's Degree in physical education, kinesiology, sports medicine, athletic trainings, physical fitness, or a closely related field.
- High School Diploma or GED with a minimum of three years relevant experience in a recreation services field or three years of experience as a paid or volunteer coach/trainer in an organizing sporting activity or three years of relevant experience in a physical fitness related field.
- First Aid/CPR Certification (or ability to acquire within three months of employment.)
- Certification as a Fitness Instructor (at the same level as an SDP Fitness/Exercise Specialist) (or ability to acquire within three months of employment.)
- Certification as a Lifeguard (or ability to acquire within three months of employment.)

Preferred Qualifications-

- Strongly prefer a minimum of an Associate's Degree in Recreation Science, Kinesiology, Sport's Medicine, Physical Education, Athletic Training, or closely related field.
- Prefer a Bachelor of Science Degree in Recreation Science or a closely related field.

- Strongly prefer prior and/or current certification as a Fitness Instructor with nationally recognized organization.
- Strongly prefer current certification in First Aid/CPR.
- Strongly prefer current certification as a Lifeguard.

OTHER QUALIFICATIONS:

- Possess a valid Arizona Driver's License free of suspensions and serious moving violations (such as excessive speed, reckless driving, or DUI) for a period three years prior to the date of hire.
- Employment is subject to fingerprinting for the purpose of conducting a background review of possible criminal history in accordance with P.L. 101-630, Indian Child Protection and Family Violence Prevention Act.
- Able to obtain an Arizona Department of Public Safety Level One Fingerprint Clearance Card within three months of hire date.
- Maintain confidentiality in accordance with the Federal Health Insurance Portability and Accountability Act (HIPAA).
- Requires excellent written and oral communication skills.
- Requires excellent organizational skills and an ability to remain self-motivated.

APPLY:

**COLORADO RIVER INDIAN TRIBES HUMAN RESOURCE
DEPARTMENT
26600 MOHAVE ROAD
PARKER, ARIZONA 85344**

For Employment Application visit: <http://www.crit-nsn.gov>

INDIAN PREFERENCE:

Under the Title VII of the Civil Rights Act Sections 701(b) and 703(i) explicitly exempts from coverage the preferential employment of Indian-by-Indian Tribes. Therefore, C.R.I.T. acknowledges and extends preferential treatment to enrolled C.R.I.T. members who qualify toward all employment opportunities otherwise; C.R.I.T. does not discriminate against employees or applicants based on race, color, sex, religion or national origin.

C.R.I.T. Offers:

Health and Life Insurance, Paid Holidays, Sick and Annual Leave and Pension Plan. Pre-employment drug screening is required.