



PUEBLO OF JEMEZ
JOB ANNOUNCEMENT
2024-054
JEMEZ HEALTH & HUMAN SERVICES
SENIOR CITIZENS PROGRAM
SENIOR ACTIVITIES COORDINATOR

Position Title:	Senior Activities Coordinator	Pay Level:	\$19.00-\$23.00
Position Open Date:	7/25/2024-Until Filled	Classification:	Non-Exempt
Position Status:	Full-Time	Location:	Senior Center
Supervisor:	Senior Center Program Manager		

POSITION SUMMARY:

Responsible for planning, coordinating, and leading Senior Center social, recreational and intergenerational activities that enhance and promote lifelong learning, and are suitable to the seniors' abilities and interests. Coordinator will work with the manager to write and implement grants and budgets to meet Senior Center needs.

This job description indicates, in general, the nature and levels of work, knowledge, skills, and other essential functions expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties required.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION & EXPERIENCE:

Associate degree in communications, Community Relations, Social Services, or related field 4 years applied experience to satisfactorily perform stated duties and responsibilities required. Experience is leading activities in large group settings and organizing events.

REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:

New Mexico Driver's License
Background Investigation
CPR & First Aid certification within six (6) months of date of employment
Food Handlers Card within thirty (30) days of employment

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting and use standard office equipment; stamina to stand and sit for extended periods of time; strength and agility to lift and carry up to 20 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in over the telephone and in person.

ESSENTIAL FUNCTIONS:

- Plans, organizes, coordinates and schedules recreational, and social activities for the elderly participants of the Senior Center.
- Collaborates and coordinates with Pueblo of Jemez Tribal/JHHS programs and events to involve the elder population.
- Prepares and submits program reports as required.
- Coordinates activities (i.e. training, demonstrations, meetings, outings, and more).
- Prepares public announcements on all program recreational and social activities for elders.
- Retains and Recruits Senior population to Senior Activities.
- Responsible for coordination, and implementation of Senior Olympics and other sport activities.
- Promotes preservation of culture and the Towa language by involving the Senior population in community outreach, gatherings, and intergenerational traditional activities. Organizes and coordinates programming utilizing the traditional skills, arts, and knowledge of the Senior population.
- Coordinates presentations in collaboration with the Jemez community, Tribal resources, and programs on the Pueblo's history and/or topics of interest for the community.
- Responds to public inquiries and complaints related to recreation and cultural programs and activities to maintain good public relations.
- Develops, coordinates, and implements activities and programming based on the POJ Senior population needs, recommendations, and requirements.
- Contributes to the overall quality of the unit's service provision by developing and coordinating work teams and by reviewing, recommending, and implementing improved policies and procedures.
- Represents the Pueblo with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

REQUIRED KNOWLEDGE AND SKILLS:

Knowledge of:

- Towa language.
- Theories, principles, methods, materials, and equipment required for recreational and cultural programs.
- Principles and practices of program and event supervision.
- Safety practices and procedures relating to the work, including practices of first aid.
- Record keeping principles and practices.
- Basic budgetary principles and practices.
- Computer applications related to the work.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic, and cultural backgrounds, in person and over the telephone.

Skill in:

- Planning, organizing, leading, and implementing a variety of recreation and cultural programs and activities.
- Maintaining accurate records and files.
- Preparing clear and concise reports, correspondence, instructions, and other written materials.
- Organizing own work, setting priorities, and meeting critical deadlines.
- Contributing effectively to the accomplishment of team or work unit goals, objectives, and activities.
- Dealing successfully with a variety of individuals from various socio-economic, ethnic, and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or strained.
- Communicating effectively in oral and written forms.

To apply for the position posted, please apply as follows

Send;

Pueblo of Jemez Job Application

To;

humanresources@jemezpueblo.org

Or;

Pueblo of Jemez-Attention Human Resources Department

PO Box 100

Jemez Pueblo, NM 87024