



## Human Resources Department

### Ohkay Owingeh

PO BOX 1099

OHKAY OWINGEH, NEW MEXICO 87566

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## **JOB ANNOUNCEMENT #2023 - 017**

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<b>POSITION TITLE:</b>	<b>Manager Activities &amp; Recreation</b>	<b>PAY RATE:</b>	<b>\$63,987.30 - \$95,980.95</b>
<b>DEPARTMENT:</b>	<b>HHSD</b>	<b>POSITION STATUS:</b>	<b>Regular Full Time</b>
<b>PERIOD TO APPLY:</b>	<b>05/30/2023-Open Until Filled</b>	<b>FLSA STATUS:</b>	<b>Exempt</b>
<b>SUPERVISOR:</b>	<b>HHSD Division Director</b>	<b>LOCATION:</b>	<b>Ohkay Owingeh</b>

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### **GENERAL DESCRIPTION**

Under general supervision of the Health & Human Services Division Director, responsible for managing all recreation and activities programs for the Ohkay Owingeh Outdoor Recreation facility and Tribal Gymnasium. Develops, maintains records, plans and ensures implementation of budgets, provides for equipment, supplies, schedules activities with all tribal programs for members, staffing and coordinates transportation arrangements. Prepares reports, and composes correspondence relative to the work. field office and/or public access site with overall responsibility for the park and/or designated areas. Prepares and maintains operational budget plans and accounts for the facility.

*This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.*

### **SUPERVISION RECEIVED**

Works under the direct supervision of the HHSD Division Director.

### **SUPERVISION EXERCISED**

N/A

### **NATURE OF WORK**

### **ESSENTIAL FUNCTIONS**

- Writes, coordinates and implements the Outdoor Recreation work plan and Tribal Youth program.
- Provides a comprehensive program including improvement of physical health, through physical activities including athletics and sports.
- Supervises, coordinates and evaluates activities of the Outdoor Recreation facility and the tribal gymnasium in conjunction with management and staff.
- Works with schools to develop athletic programs to ensure uniformity and coordination.

- Develops athletic policies that protect and safeguard the general public with input from Ohkay Owingeh Health and Human Services Director.
- Provides athletic assistance and guidance to coaches with the development of Ohkay Owingeh policy and procedure.
- Works effectively under pressure to meet deadlines.
- Coordinates the maintenance of athletic facilities within Ohkay Owingeh recreation complex boundaries with Tribal Maintenance Dept.
- Attends periodic meetings for the purpose of program planning and coordination with the HHS Director.
- Coordinate, schedule, and organize athletic events.
- Fosters good community relationships by keeping the community aware of and responsive to the events and recreation facilities.
- Develop Procedures for baseline concussion screening, concussion education, communication, and training with athletes and coaches.
- Develop procedures for medical assistance and emergencies.
- Oversee and identify possible hazards and standard safety practices.
- Improves staff effectiveness by: coaching, training and recommending disciplinary action for employees; and planning, delegating, monitoring, and appraising job tasks and results in a timely manner.
- Determines goals for the Outdoor Recreation and tribal youth programs in conjunction with program guidelines.
- Establishes short- and long-range operating plans for both the afterschool and summer programming.
- Writes grant applications and contract applications for the continued funding of the program. Oversees multiple grant budgets.
- Prepares and submits quarterly reports and other reports as required.
- Achieves financial objectives by preparing the annual budget, inclusive of operational plans and objectives, and recommends staffing and expenditures; monitors program expenditures; institutes budget revisions as appropriate; and reviews purchase orders, request for payment, and in-kind contributions.
- Observes staff while working in the afterschool and summer programs, and provides guidance, recommendations, and feedback.
- Hosts regular staff meetings to ensure communication among personnel regarding program-related activities.
- Develops, implements, and participates in staff development and training programs.
- Plans yearly calendar.
- Coordinates and assists in conducting and planning workshops for center staff and parents.
- Networks with local, state and national organizations in the interest of all Tribal member families.
- Maintains professional and technical knowledge by: conducting research; attending seminars, educational workshops, classes and conferences; reviewing professional publications; establishing networks; participating in professional societies; and conferring with representatives of contracting agencies and related organizations.
- Increases management's effectiveness by recruiting, selecting, orienting, training, coaching, , and disciplining staff; communicating values, strategies, and objectives; assigning accountabilities; planning, monitoring, and appraising job results; developing a climate for offering information and opinions; integrating functional objectives; providing and participating in educational opportunities.
- Attends meetings and functions as required.
- Performs other duties as required.

## **KNOWLEDGE, ABILITIES, SKILLS and CERTIFICATIONS**

- Knowledge of traditional form of government and tribal customs and traditions.
- Knowledge of applicable federal, state, county, and local laws, regulations, and requirements.
- Knowledge of administrative and project management.
- Knowledge of the development, preparation, and control of budgets.
- Knowledge of managerial and statistical analysis techniques and reporting procedures.
- Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic.
  
- Ability to communicate effectively in the English both verbally and in writing.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to work effectively with individuals and demonstrate leadership and team-building skills with empathy and enthusiasm.
- Ability to maintain confidentiality.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to work independently and meet strict time lines.
- Ability to make solid decisions and exercise independent judgment.
- Ability to identify and secure alternative funding or revenue sources.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to demonstrate moral character, honesty, tact, fairness, lack of prejudice, and desire to help when dealing with people.
- Ability to prepare accurate, complete, and legible reports and create and present detailed, accurate, objective, and effective speeches and presentations.
- Ability to interpret applicable federal, state, county, and local laws, regulations, requirements, ordinances, and legislation.
- Skill in operating business computers and office machines, including in a Windows environment, specifically Word, Excel, Access, and presentation software (such as PowerPoint).
- Skill in training staff and parents in child development needs.
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Skill in preparation of project time lines and staffing plans.
- Skill in budget preparation and administration.
- Skill in preparing, reviewing, and analyzing operational and financial reports.
- Skill in providing leadership to, supervising, training, and evaluating assigned staff.

## **MINIMUM QUALIFICATIONS, EDUCATION & EXPERIENCE**

Bachelor's Degree in Education, Business Administration, Social Services, or related field is preferred. Associates Degree or equivalent at minimum. Five years' experience in supervision, program management, grant writing and grant administration is required. Must possess a valid New Mexico Driver's License. Must be able to successfully pass a pre-employment drug/alcohol screen and background investigation.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee regularly is required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to walk. The employee occasionally is required to stand; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds.

**WORK ENVIROMENT:**

Work is generally performed in an office or teaching space setting with a moderate to high noise level.

**NATIVE AMERICAN PREFERENCE  
VETERAN PREFERENCE**

**SUBMIT APPLICATION AND RESUME TO:  
OHKAY OWINGEH HUMAN RESOURCES DEPARTMENT  
PO BOX 1099, OHKAY OWINGEH, NEW MEXICO 87566**

or

[lydell.lewis@ohkay.org](mailto:lydell.lewis@ohkay.org)

When required of the position, attach a copy of high school /GED, college education, certification(s) or license(s).

**Incomplete applications may delay or exclude consideration of your application.**