

## WINSLOW RESIDENTIAL HALL, INC.

## POSITION DESCRIPTION

**Title:** *Recreation Coordinator*  
**Schedule Terms:** 10 Months  
**Salary Classification:** Non-Exempt

**Winslow Residential Hall, Inc., complies with the Navajo Preference in Employment Act (NPEA).**

**GENERAL STATEMENT OF RESPONSIBILITIES:** Under the direct supervision of the Homeliving Manager, provide services in the residential hall to ensure that the students are presented with a variety of meaningful recreational and social activities. Understands budgetary duties, program planning, and purchasing and ordering of supplies, materials, and equipment for scheduled activities. Demonstrates a caring, understanding, and positive working relationship with parents, students, and staff. Assists with the smooth and efficient operation of the residential program.

### QUALIFICATIONS

#### EDUCATION, TRAINING & EXPERIENCE:

- **32 post-secondary semester credit hours in an applicable academic discipline, including fields related, such as, child development, education, behavioral sciences and cultural studies;**
- Minimum two (2) years work related experience with students in school and residential setting;
- Must have effective verbal and written communication skills;
- Must have organizational and planning skills;
- Knowledge of Navajo and other Native American cultures;
- Successful completion of all background checks (federal, state, and Navajo Nation/Local);
- Must have knowledge of the COOP, SOP, HazCom and the Emergency Response Guide;
- Must be knowledgeable and familiar with the Navajo language, culture, customs and traditions;
- Valid Arizona driver's license required;

#### DUTIES AND RESPONSIBILITIES:

- Provides meaningful recreational and social activities for students;
- Maintains and prepares inventory account of the equipment, supplies, games, and materials for the recreation department;
- Presents written documentation of program goals and objectives as required by the supervisor;
- Assist department supervisors in the preparing of the monthly calendar for student and staff activities;
- Creates lesson plans with activity plan, goals, objectives, achievements, purchase requisitions, etc.;
- Evaluating student progress and observance to WRHI goals and objectives;
- Organizes individual and group conferences to find, discuss, and recommend revisions and guidance for future activities and projects;
- Prepares reports for the Board of Directors, community, parents, Homeliving Supervisor and Homeliving Manager.
- Responsible for after school programs;
- Prepare and submit regular monthly reports to the Homeliving Supervisor and the Board;
- Knowledge of P.L. 101-630, **Indian Child Protection and Family Violence Prevention Act;**
- Knowledge of P.L. 101-647, **Crime Control Act of 1990;**
- Other duties as assigned and/or other duties which are necessary or appropriate for the duties and responsibilities of this position.

**PHYSICAL REQUIREMENTS:** Must submit to a physical examination from a licensed physician for each contract.

**EVALUATION PROCEDURE:** In accordance with provisions specified in personnel policy and procedure.

**SUPERVISION RECEIVED:** Homeliving Manager.

**SUPERVISION GIVEN:** None.

### CERTIFICATION

I have read and understand the foregoing position description. I had an opportunity to ask questions with regard to any and all statements contained in the position description. I represent that I meet the qualifications for the position and will diligently perform the duties and responsibilities set forth in the position description. This certification is made with the acknowledgment that this information is to be used for statutory purposes relating to the appointment and payment of public/federal funds, and that any false or misleading statements may constitute violations of such statutes and their implementing regulations or Winslow Residential Hall, Inc., policies, and may result in non-hiring and/or termination. .

**REVIEWED BY:** \_\_\_\_\_  
Recreation Coordinator

**DATE:** \_\_\_\_\_

**REVIEWED BY:** \_\_\_\_\_  
Homeliving Manager

**DATE:** \_\_\_\_\_

**REVIEWED BY:** \_\_\_\_\_  
Homeliving Supervisor

**DATE:** \_\_\_\_\_