



COLORADO RIVER INDIAN TRIBES

Human Resources

26600 Mohave Road

Parker, Arizona 85344

Telephone (928) 669-1320 * Fax (928) 669-5263

VACANCY ANNOUNCEMENT

January 22, 2020

#R2-20

Department: Health and Social Services/Special Diabetes Program
Position: Part-Time Recreation Specialist – 2 Positions (Non-Exempt)
Reports To: SDP Program Manager and Recreation Program Coordinator
Salary: \$12.00 per hour – Not to exceed 800 hours

Job Summary:

(The following are illustration 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 (RSP) 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.

Duties & Functions:

1. 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.



2. 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 outings 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.
3. 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.
4. Follow established Tribal policies and those outlined in the Colorado River Indian Tribes Employee Handbook.

Required Skills and Abilities:

1. Requires excellent written and oral communication skills.
2. Requires excellent organizational skills and an ability to remain self-motivated.

Education & Experience Requirements:

1. High School Diploma or G.E.D.
2. Acquire (within three (3) months of employment) and maintain as current at all times certification in First Aid and CPR.
3. Acquire (within three (3) 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 Specialist).
4. Able to obtain an Arizona Department of Public Safety Level One Fingerprint Clearance Card within three (3) months of hire date.
5. Maintain confidentiality in accordance with the Federal Health Insurance Portability and Accountability Act (HIPAA).
6. Must possess a current valid driver's license throughout employment.

Physical Requirement:

1. Must successfully complete a drug screening test prior to appointment.
2. Physically able to perform duties assigned.
3. Occasionally work extended shifts as assigned, some weekends and holiday.



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

Submit completed application to: **CRIT Human Resource Department**
26600 Mohave Road
Parker, Arizona 85344

APPLY:

COLORADO RIVER 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.

