



**ACTIVITIES AIDE
VILLAGE OF BACAVI**

**REPORTS TO: COMMUNITY SERVICE ADMINISTRATOR
SALARY/HOURLY RANGE: 16
FLSA Status: NON-EXEMPT
VALID DRIVER'S LICENSE REQUIRED**

INTRODUCTION

This position is responsible for assisting the Community Service Administrator with developing, implementing and coordinating education, recreation, language and culture activities for all members/residents in Bacavi Village. In addition, this position is responsible with assisting the Community Service Administrator with initiating, implementing and coordination community events and functions and informing community residence of services and programs available to them from various sources. The incumbent performs duties of considerable difficulty and complexity requiring working knowledge of skill in communication, planning, organizing, child development, physical education, human relations, applicable policies and procedures and various federal, state and tribal resources and programs.

The incumbent is under general supervision of the Community Service Administration. The incumbent and supervisor, in consultation, define the objectives, projects and deadlines. Assistance is provided to the incumbent regarding unusual situation which do not have clear standards. The incumbent uses initiative in setting priorities in planning and carrying our assignments independently without specific instructions. Contacts are with employees within/outside the immediate work area, supervisor, village members, tribal programs, personnel from local, state and federal agencies, contractors, vendors and the general public. The purpose of these contacts is to coordinate, provide assistance/advisement, exchange factual information establish a network of resources/relationships.

The work is sedentary, performed in a standard office environment and outside locations where activities may be scheduled. Physical participation in recreational activities with participants is required. Incumbent will be required to work some evenings and weekends to meet program needs. Travel and transportation on and off the reservation is required.

ESSENTIAL FUNCTIONS

(The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive.)

- 1) Assists with the planning, development, coordination and implementation of activities through promotion of social, health, cultural, recreation and educational activities for all Bacavi Village members and residents
- 2) Establishes and maintains an effective and efficient records management and retrieval system. Maintains strict confidentiality of sensitive records and information. Assists with the preparation of accurate statistical, narrative and activity reports, containing information on participation and service provided. Submits all reports as required/requested.
- 3) Collaborates with community residents, villages, tribal, state and federal agencies in the development and implementation of educational, recreation, language, cultural and preventative programs and activities
- 4) Prepares and coordinates campaigns to promote events, activities and community awareness of Bacavi activities
- 5) Assists in conducting research, planning, and implementing goals/objectives
- 6) Liaises and maintains contact with the residents of Bacavi, Hopi Tribal programs/departments and other agencies to facilitate communication; secures needed services, technical assistance advice on programs and services available.
- 7) As needed recruits and supervises volunteers for community activities, projects and functions, assigns tasks and oversees volunteers and processes necessary documents for volunteers
- 8) Performs other related duties assigned or authorized to achieve the Village goals and objectives.

MINIMUM QUALIFICATIONS

Education: Associates of Arts/Associate of Applied Sciences degree in Elementary Education. Physical Education, Social Services or related field;

AND

Experience: Two (2) years of related work experience with responsibilities in organizing and coordinating community services and activities, public relations providing outreach services, recreational and education activities;

OR

Equivalent combination of Education, Training and Experience which demonstrates the ability to perform the duties.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of recreational activities, safety practices and rules and first aid procedures
- Working knowledge of group facilitation concepts, methods and techniques
- Working knowledge of Federal, Tribal, State and private sector grant/contract application procedures and monitoring, reporting requirements
- Broad knowledge of the political, cultural and social economic environment of Hopi recreation and its people
- Verbal and written communication skill adequate to conduct effective public presentation and write proposals, newsletters and reports
- Excellent research, analytical and organizational skills
- Skills in supervising and providing customer services
- Computer skills to effect research of RFPs, educational topics and produce computer generated forms and graphics for community activities
- Skills in developing, organizing and coordinating activities for the community
- Ability to plan and accomplish work in accordance with established policies, objective priorities and timelines
- Ability to work independently, plan, organize and accomplish work within established policies, objectives, priorities and timelines
- Ability to prepare clear and concise reports
- Ability to operate basic office equipment/machines, computers and applicable software
- Ability to establish and maintain effective working relationship with tribal leaders, departments/programs, villages, community residents, Board of Directors, outside governmental and other resources personnel of all levels and expertise
- Ability to maintain discipline in community activities and work under pressure

NECESSARY REQUIREMENTS

- 1) Must possess a valid Arizona driver's License and complete/pass the Hopi Tribe's Defensive Driving course.
- 2) Driving is an essential function of this position. Incumbent must have and maintain a driving record which qualifies them for coverage under the tribal insurance policy (tribal insurance qualifications are independent of MVD issuance of a driver's license) and maintain certification to operate tribal vehicles for business purposes.
- 3) Must complete and pass pre-employment screening.
- 4) Must be able to pass mandatory and random drug & alcohol screening.
- 5) Must not have any felony convictions.
- 6) Must not have been convicted of misdemeanors at the local, state, or federal level within the past five (5) years of application.

DESIRED REQUIREMENT

Ability to speak and understand the Hopi language to translate from Hopi to English and vice-versa.