JOB ANNOUNCEMENT
2023-024

POSITION TITLE: Physical Fitness/Health Coordinator
DEPARTMENT: Senior Services Center
SUPERVISOR: Senior Services Director
CLASSIFICATION: Non-Exempt, Part-time, 30hrs per week
SALARY: $12.00/hrly.
OPENING DATE: August 14, 2023

Position Summary:
Under the direct supervision of the Senior Services Director, the incumbent will develop recreations, physical fitness, and health life style program for the elderly population. Incumbent will promote and advertise scheduled activities for the Senior program. Will assist the Senior program staff with provision services and be able to work flexible work hours to accommodate scheduled activities. Maintains confidentiality of all privileged information.

Minimum Qualifications:
High School Diploma or GED plus one year work experience working with Elders. Certified in First Aid/CPR. Must possess and maintain a valid Driver’s License and be insurable through the pueblo insurance carrier. This position requires a pre-employment drug screening and criminal background check that includes, tribal, state, and federal inquires.

Preferred Qualifications:
Fitness Certificate of Completion. Ability to speak the Keres Language. Possess a Food Handlers Certification.

Essential Duties and Responsibilities:

• Collaborates with the Senior Services Director on scheduling educational, arts, and crafts, physical fitness and training sessions, healthy life style classes, etc. Oversees scheduled activities by being in attendance.
• Schedule and lead field trips.
• Create, promote, and distribute monthly calendar of scheduled activities.
• Provide transportation services to and from the Senior Center, field trips, and other scheduled activities.
• Assists the Senior center staff with provision of services such as deliver homebound meals when needed.
• Provide oversight to volunteers.
• Attend meetings, conference and training relevant to the Senior center.
• Performs other duties assigned by the Director as needed.

**Knowledge, Abilities, Skills, and Certifications:**

• Knowledge of traditional form of government and Pueblo customs and traditions.
• Knowledge of the functions and structure of Pueblo De Cochiti.
• Knowledge of department organizations, functions, and policies and procedures.
• Knowledge of records management.
• Knowledge of ageing process.
• Ability to maintain high level of confidentiality.
• Ability to represent Pueblo De Cochiti in a professional manner.
• Ability to make effective decision in emergency situations.
• Ability to work independently with minimal supervision and exercise independent judgment.
• Ability to handle multiple tasks and meet deadlines.
• Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds as well as co-workers.
• Ability to demonstrate moral character, honesty, tact, and fairness.
• Ability to work various schedules and extended work hours.
• Ability to communicate effectively both verbally and in writing.
• Skilled in operating various word processing, spreadsheets and database software programs.
• Skilled in providing compassionate, loving, non-medical care to our elderly.

**Physical Demands:**
While performing the duties of this job, the employee regularly is required to stand, walk, sit, have manual dexterity, talking to individuals and groups. The employee frequently is required to work with a computer and/or laptop, communicate verbally and in writing, and work outdoors. Employee must be able to lift and/or move up to 25 pounds.

**Work Environment:**
Work is generally performed in an office setting, elderly home, or outdoor setting with moderate noise level. Employee may be exposed to unpleasant odors, hazardous material and infectious disease, which requires following basic safety practices. Travel
CLOSING DATE:  Open Until Filled

TO APPLY:
Submit a completed tribal application, cover letter, and resume to Pueblo de Cochiti at: marsha.chavez@cochiti.org or PO Box 255, Cochiti Pueblo, NM  87072. For consideration, application must be submitted before the closing date at 5 p.m. Please contact our office at (505) 629-4284 for more information.

It is the policy of Pueblo de Cochiti to give preference to Cochiti enrolled tribal members