



Human Resources Department

Santo Domingo Pueblo

JOB ANNOUNCEMENT

POSITION TITLE: Activities Coordinator/Driver

SALARY RANGE: \$15.00 Hourly

DEPARTMENT: Senior Center

POSITION STATUS: Full Time, Non-Exempt

SUPERVISOR: Senior Center Director

JOB POSTING ID: SC-24312

Period to apply: 03/11/2024-03/22/2024

Santo Domingo Pueblo exercises Indian Preference in employment opportunities but otherwise supports non-discrimination on the basis of age, sex, religion, disability, color, race, or national origin, except where required by bona fide business necessity

Basic Purpose:

Incumbent is under the direct supervision of the Senior Director, however, must be able to well independently and under another delegated authority. Incumbent will be responsible for coordinating activities for the Senior who attend the center fifty percent (50%) of the time and the other fifty percent (50%) will be driving the van picking up and dropping off seniors to and from their locations of residency or other activity destinations.

Typical Functions:

ACTIVITY DUTIES:

- Plan and execute activities for the elderly, including outings in the community, art and music programs in the facility, and for any special events.
- Initiate and prepare requests for purchase requisitions and expense vouchers for all activities occurring at the center with the members.
- Initiate, plan, and coordinate monthly activities and complete monthly activity calendar.
- Collaborate with other tribal programs to provide presentations, training, and physical fitness to clients.
- Sets up and breakdown rooms for activities and events.
- Oversees the residents to ensure the residents are safe and follow the rules and instructions.
- Assists in promoting the center's offerings.
- Collaborate with outside organizations to provide presentations, training, and access to services not available within the community.
- Collect and file all daily activity sign in sheets.
- Order all supplies for senior center activities and office supplies for use by senior center staff.
- Assist Director with maintaining inventory list of supplies and equipment.
- Assist Director with completing monthly State statistical report by the 12th of each month.
- May be asked to represent the Director at meetings when the Director is unavailable.
- Perform other job duties as assigned.

DRIVER DUTIES:

- Depending upon the physical capacity of individuals, welcomes passengers from their front door to the service vehicle; assures passengers safely board the service vehicle, are seated, and secured;

transports passengers to various activities such as food shopping, field trips, to and from the Senior Center, etc.

- Assists passengers into and out of the transport van vehicles; assists them with anything they are carrying, assists them to and from their residency in and out of the vehicle safely.
- Assists in maintenance of the vehicle per safety regulations.
- Operates wheelchair equipment on the vehicle to load passengers safely into and from the vehicle. Maintains a daily log of passengers picked up and dropped off, times, stop locations, mileage, per person one-way tips.
- Handles passenger emergencies that may arise; completes accident or injury reports as required.
- Performs other duties as assigned.

REQUIRED COMPETENCIES

- **Customer Service / Client Orientation:** All Santo Domingo Pueblo employees must be able to develop a clear understanding of the Pueblos' needs and goals while maintaining clear communication with the Directors regarding meeting their expectations. Must follow through and respond to the Directors' requests and inform them of action taken in a courteous, professional manner.
- **Collect and Organize Information:** Incumbents in this job need to be able to identify, systematically collect, and organize information for use by self or others in an organization.
- **Decisiveness**
Incumbent in this position must be able to successfully determine and initiate a course of action. Incumbent must require the consideration of multiple options, information sources, and development of contingency plans.
- **Detail-Oriented**
Incumbent in this position must be detail-oriented to catch potential typos and grammatical errors with data entry tasks to ensure work is accurate and trustworthy.
- **Effort & Initiative**
Incumbents in this position must have the ability to work and act without specific direction and without being monitored.
- **Goal and Task Management:** Incumbents in this job need to be able to plan, prioritize, set goals, establish standards, coordinate tasks, show concern for deadlines, and track progress with respect to personal performance.
- **Integrity / Honesty:** All Santo Domingo Pueblo employees must operate in an ethical manner by following all Santo Domingo Pueblo policies and procedures relating cash handling, and behavior between staff and customers. Incumbent must conduct oneself above the appearance of doing something wrong.
- **Interpersonal Skills (Working with Others)**
Incumbent in this position must be able to communicate one's feelings, preferences, needs, and opinions in a way that is neither threatening nor punishing to another person, while at the same time recognizing the effort of others and praising that effort.
- **Oral Communication:** Incumbents in this position must have the ability to communicate ideas, thoughts, and facts verbally. Must be able to speak using correct grammar, appropriate body language, proper tone, and inflection, recognizing non-verbal cues, and respecting the audience to effectively communicate ideas.
- **Teamwork:** All Santo Domingo Pueblo employees must be competent in working effectively with division members and members of other divisions to resolve common issues or problems as well as listening and seeking others' perspective on how to complete assignments. Keeps others informed and up to date about tasks, progress, or projects.
- **Vision**
Incumbent in this position must have the ability to gain an understanding of where an organization is headed considering internal and external trends and influences.

Minimum Qualifications:

- High School Diploma, or equivalent, required and 2-years' experience as an activity's coordinator, or an equivalent combination of education and experience.
- Effective administration and people management skills.
- Excellent written and verbal communication skills.
- Proficient Microsoft Office including Word, Excel, PowerPoint, Outlook
- High Degree of comfort in learning new software programs
- Excellent organizational and time management skills.
- Works well under pressure.
- Must possess a CPR certification or willing to obtain within the requested timeframe.
- Must possess a positive attitude.
- Extended working hours, including weekends, may be required.
- Must be able to satisfactorily pass a background, fingerprint, and driver's check.
- **Must be 21 years of age for insurance purposes.**
- Must possess a valid driver's license and be insurable under the Pueblo's insurance.
- Must be reliable and dependable.
- Covid-19 vaccination is required. Reasonable accommodation is considered.

HOW TO APPLY

Please submit the complete application packet.

- By email: HR@kewa-nsn.us, subject line: **Activities Coordinator/Driver – [Your Name]**
- By mail: Santo Domingo Pueblo Human Resources, PO Box 127, Santo Domingo NM 87052
- By fax: (505) 715-4416 Attn: Human Resources
- In person: Human Resources Department, 116 San Ildefonso St, Santo Domingo NM 87052

Incomplete application packets may delay or exclude consideration of your application.

A complete application packet includes the following:

- Santo Domingo Pueblo Employment Application
- Cover Letter
- Resume