



PUEBLO DE SAN ILDEFONSO
Human Resources Office
02 Tunyo Po
Santa Fe, NM 87506

POSITION DESCRIPTION

POSITION: Summer Education Enhancement Program Coordinator

LOCATION: San Ildefonso Pueblo

REPORTS TO: Education Director

Job Summary

Under direct supervision, the Summer Education Enhancement Program (SEEP) Coordinator contributes to the efficiency of the Pueblo de San Ildefonso Department of Education's Summer Program. Supports the Director in the coordination and facilitation of the SEEP offered to the community by the Education Department. Provides leadership, oversight and professional expertise in implementing the program activities. Monitors and tracks participants. Ensures the safety of the children by creating and maintaining a safe, clean and healthy environment. Provides administrative support.

Supervision and Guidelines

SEEP Coordinator work performed is under the direct supervision of the Education Director. Guidelines include generally accepted principles, applicable laws, rules and regulations, San Ildefonso Pueblo policies and procedures and supervisory and administrative instructions and directives.

Essential Functions

Coordinates and delivers the activities of the Summer Education Enhancement Program offered to the community by the Education Department.

Supervises program participants, which includes leading activities, providing guidance, discipline, and problem resolution.

Maintains schedule for arranged classes, activities, and field trips.

Monitors and tracks Summer Program participants.

Transports youth and ensures vehicles are clean.

Documents class activities and projects through various media including attendance, written work, arts, photographs, audio and video recording.

Assists with the state summer food program for children.

Attends and participates in Summer Program activities, training sessions, and meetings as requested by Director.

Disseminates pertinent information related to the Summer Program, in accordance with applicable laws, regulations, and policies.

Promotes student participation.

Ensures the safety of Summer Program participants and staff.

Creates and maintains a safe, clean and healthy environment.

Works in collaboration with any tribal departments involved in the Summer program activities.

Inventories and maintain materials, supplies, and equipment.

Performs miscellaneous job-related duties as assigned.

Work Environment

Work is performed in a classroom setting, recreational setting and outdoors. Requires physical ability to perform duties. May involve walking and climbing over rough terrain, in streams and/or lifting and carrying equipment weighing up to 40 pounds. Local travel is required.

Minimum Qualifications

21 years and up with a High School diploma or General Equivalency diploma required. Knowledge of youth, recreational activities and healthy lifestyles is preferred. Student pursuing advanced education or training in education, child care, or a related field is preferred. Working knowledge of Pueblo communities. Excellent organizational, verbal and written communication skills.. Ability to perform quality work under pressure, meet deadlines, and maintain confidentiality. Must maintain current CPR and First Aid certification (or be willing to receive such certification), as well as complete food handlers' training. Must be insurable under the Pueblo de San Ildefonso vehicle insurance policy. Must be vaccinated against COVID-19. A favorable background investigation is required.