



Pueblo de San Ildefonso
Human Resources Department
02 Tunyo Po
Santa Fe, NM 87506

POSITION DESCRIPTION

POSITION: Recreational Coordinator/Facilities Attendant

DEPARTMENT: Health & Human Services

SALARY: \$15.00-19.15

REPORTS TO: Health & Human Service Director

Job Summary:

Position Summary: The Recreation Coordinator / Recreation Facility Attendant is responsible for overseeing the day-to-day operations of recreation facilities and coordinating recreational programs and activities. This position combines administrative duties with hands-on facility maintenance, customer service, and event coordination to ensure a positive and safe experience for communication, and problem-solving skills, with a strong commitment to promoting physical activity and community engagement.

Essential Functions

Facility Operations and Maintenance:

- o Ensure recreation facilities are clean, safe, and properly maintained.
- o Monitor and oversee the use of facility spaces, ensuring adherence to safety protocols and regulations.
- o Perform light maintenance tasks, including equipment setup, cleaning, and minor repairs
- o Set up and break down for scheduled events, programs, and activities.
- o Conduct regular inspections of equipment and facility infrastructure, reporting any issues or hazards to the Facility Supervisor.

Program Coordination:

- o Assisting the planning, organization, and implementation of recreational programs, classes, and special events

Department: Health & Human Services

Date Created: 06/06/2025

Approved: John Gonzales Tribal Administrator, Tracey Cordero Health & Human Services Director,
Claudette Grinage Human Resources Manager

- o Maintain program schedules and ensure they are clearly communicated to participants
- o Register participants for programs and handle payments or collection when applicable
- o Develop and distribute program materials, such as flyers, schedules, and promotional content.
- o Collaborate with other team members and community partners to deliver a wide variety of recreational opportunities.

Customer Service:

- o Provide excellent customer service to all visitors, addressing questions, concerns, and providing information about available programs and facility amenities.
- o Respond to participant inquiries via phone, email, or in person.
- o Assist in resolving any conflicts or issues that arise in a professional and timely manner.
- o Ensure all visitors comply with facility rules, regulations, and safety guidelines.

Safety and Emergency Response:

- o Monitor participant safety during all programs and activities.
- o Respond to emergencies or accidents and provide first aid as necessary.
- o Enforce all facility rules and safety protocols to ensure a safe environment for all patrons.
- o Report any incidents or accidents to the Recreation Manager or relevant authorities promptly.

Administrative Support:

- o Maintain accurate records related to facility use, program participation, and incidents.
- o Assist with marketing efforts for recreation programs and services.
- o Assist in preparing reports or statistical data regarding program performance and facility usage.
- o Work closely with team members to ensure smooth and efficient operations
- o Handle facility bookings, trainings sessions, and professional development opportunities
- o Collaborate with supervisors and other staff on long term program development and improvements.

Work Environment:

- o Work is performed in both indoor and outdoor environments, depending on the facility and activities.
- o Occasional exposure to adverse weather conditions when performing outdoor tasks

- o Must be comfortable interacting with people of all ages and backgrounds in a busy, public-facing environment.

Minimum Qualifications

- o High school diploma or equivalent (some college coursework in recreation, physical education, or a related field is preferred).
- o Previous experience in recreation, customer service, or facility management is an asset. Certification in CPR, First Aid, or Lifeguarding is preferred or must be obtained within a specified timeframe. Strong communication and interpersonal skills.
- o Ability to handle multiple tasks and work independently or as part of a team.
- o Knowledge of general facility operations and safety practices.
- o Ability to adapt to changing schedules, events, and program demands.
- o Must be able to work flexible hours, including evenings, weekends, and holidays.
- o Must have a Drivers License, have a favorable background and pass a drug screening.

Physical Requirements:

- o Ability to lift and move up to 25 lbs.
- o Ability to stand, walk, or remain on feet for extended periods.
- o Ability to perform physical activities related to program facilitation and facility maintenance (e.g., setting up equipment, cleaning, etc.).

Interested Candidates should submit their Resume and Application to Pueblo de San Ildefonso Human Resources Department