



## PUEBLO DE SAN ILDEFONSO

Human Resources Department  
02 Tunyo Po  
Santa Fe, NM 87506

### **JOB VACANCY ANNOUNCEMENT**

8/24/2022

The Education Department is seeking to hire a Part Time Afterschool Program Aide.

**AFTERSCHOOL PROGRAM AIDE:** Under direct supervision, the Afterschool Program Aide contributes to the Pueblo de San Ildefonso Department of Education Library Afterschool Program and other programming. Supports the Director in the implementation of the education program actives offered to the community by the Education Department. Ensures the safety of the children by creating and maintaining a safe, clean and healthy environment.

#### Essential Functions

Assist/ tutor participant with assignments and studies.

Assists the Director in planning and implementation of educational library programming including library events and outreach activities.

Demonstrate enthusiasm for learning and model appropriate behavior at all times.

Answer phone, organize files, and perform other routine clerical tasks.

Assists in youth development and skills training.

Assists in the supervision of program participants during program activities and outings, which includes leading activities, providing guidance, incident reporting, monitor and report on academic progress.

Assists with program food service.

Perform duties as assigned by program administration and faculty.

**MINIMUM QUALIFICATIONS:** Must be at least 18 years old. High School Diploma or General Equivalency Diploma (GED) required. Sensitivity to children's needs a must. Able to listen and understand their needs, and provide clear answers to questions. Excellent organizational skills. Proficiency with typical office technology, including computer and copy machine. Ability to perform quality work under pressure, meet deadlines, and maintain confidentiality. Excellent verbal and written communication skills. Good customer services skills. Knowledge of youth, recreational activities and healthy lifestyles is preferred. Valid driver's license and insurable to drive tribal vehicles preferred. Must have a favorable background check and pass pre-employment drug test.

The Pueblo de San Ildefonso is an Equal Opportunity Employer. Preference is given to qualified Native Americans.

**APPLICATION:** A job description and application are available in the Human Resources office. Submit your resume and an application to the Human Resources office; in person or by e-mail to [hraa@sanipueblo.org](mailto:hraa@sanipueblo.org) or Call (505) 455-41112 or (505) 469-2210 with questions about this position.

**DEADLINE FOR APPLYING:** Open Until Filled