

**PUEBLO OF LAGUNA  
JOB ANNOUNCEMENT NO. 2017-13**

**OPEN TO IN-HOUSE AND EXTERNAL APPLICANTS**

**POSITION:** Wellness Coordinator  
**OPENING DATE:** March 13, 2017  
**CLOSING DATE:** Open Until Filled  
**DEPARTMENT:** Community Health and Wellness / Sports & Wellness  
**SALARY RANGE:** NE-10; \$29,682 - \$44,512

**Position Summary:**

Under general direction of the Sports and Wellness Program Manager, the Wellness Coordinator develops, coordinates, and promotes sports and wellness activities for the Pueblo of Laguna. Maintains confidentiality of all privileged information.

*This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.*

**Essential Duties & Responsibilities:**

- Conducts general assessment of health and wellness of Pueblo residents to determine need for wellness activities.
- Schedules calendar of events annually and programs seasonal activities for wellness.
- Uses state resources to research current trends and to broaden and strengthen Pueblo's programs.
- Plans, develops, promotes, and coordinates community health education programs, wellness seminars, healthful cooking classes, health fairs, diet/exercise programs, stress management programs, disease prevention programs/activities.
- Develops individualized and/or group exercise and fitness programs and plans.
- Performs duties at Sports and Wellness Program locations on a rotational scheduled basis.
- Supports and coordinates village based fitness, sports and wellness programs.
- Monitors center equipment; coordinates repair/replacements.
- Works with outside organizations and entities to promote involvement in wellness activities.
- Maintains logs of participants in programmed/scheduled activities to measure involvement in programs.
- Evaluates effectiveness of programs to meet needs of the community.
- Oversees volunteer staff during activities to ensure a smooth and successful event.
- Creates and submits progress reports of program activities to the Program Manager; creates reports required by funding source(s).
- Ensures confidentiality of participant information.
- Works with administrative or other professional personnel to ensure programs are well balanced, coordinated, and integrated with special services.
- Initiates projects such as promotional mailings to acquaint public with activities of the Sports and Wellness Program.
- Represents the Pueblo of Laguna on committees and planning groups as necessary or directed.
- Maintains professional and technical knowledge by attending relevant training and establishing networks with like programs.
- Contributes to a team effort toward accomplishing tasks and achieving results.
- Consistently applies the Pueblo's Core Values and Workforce Values supporting Pueblo of Laguna Workforce Excellence.
- Performs other duties as required.

**Minimum Qualifications:**

Associate's degree in recreation, physical education, youth services, or other health related field required. Must have two (2) years' experience in recreation, wellness or a health related field. An equivalent combination of education and experience may be considered. Must be certified in group or individual exercise programming; or in another relevant fitness/wellness field. Must obtain First Aid/CPR Certification within first three (3) months of hire and maintain certification throughout employment. Fluency in the Laguna language preferred.

**Background Investigation Requirements:**

The Pueblo of Laguna has a Suitability Policy for background investigation processes. Every position in the government operation is reviewed and designated at one of three risk levels. The determination is commensurate with public trust responsibilities and attributes of the position which includes job duties. The Wellness Coordinator is designated at a High Risk Public Trust (HRT) position.

Type of Background Check	Required
Pre-Employment Drug Screening	X
Background Investigation (Criminal Check, Sex Offender Check, Social Security Trace, Driving Record, Civil Court Check – if applicable, Tribal Criminal Check – if applicable)	X
Employment Verification, Education / License Verification, Personal Reference Verification	X
Fingerprint Verification	X
Must Be Able to Drive a Pueblo Issued Vehicle	X
Other	

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

- Knowledge of exercise physiology, body mechanics, and nutrition.
- Knowledge of proper spelling, grammar, punctuation, and basic arithmetic.
- Knowledge of wellness program planning and development; of survey methods and processes.
- Ability to communicate effectively, both verbally and in writing. Fluency in the Laguna language highly preferred.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to demonstrate moral character when dealing with people.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to exercise independent judgment and work independently.
- Ability to plan, create, and deliver informational and educational presentations.
- Ability to be innovative, creative, and flexible in delivery of program activities.
- Skill in office machines and computer use, including Word, Excel, Access, Outlook and PowerPoint.
- Skill in planning and organizing group activities; in preparing project time lines.
- Skill in preparing reports and correspondence.

**Application Instructions:**

- Go to [www.lagunapueblo-nsn.gov](http://www.lagunapueblo-nsn.gov) and click on Employment Opportunities for application instructions and application form. ***Read instructions prior to completing application form; incomplete applications will not be considered.*** Resumes are encouraged but not in lieu of a complete application form.
- All hand delivered documents must be received by the Human Resources Office no later than 4:30 pm (MDT) on the closing date. All electronically mailed documents must be received by the Human Resources Office no later than 11:59pm (MDT) on the closing date.
- Application packets may be submitted by one of the following methods:
  1. E-mail to [POEmployment@lagunapueblo-nsn.gov](mailto:POEmployment@lagunapueblo-nsn.gov);
  2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
  3. Deliver to the Human Resources Office, 22 Capital Drive; Laguna, NM
  4. Fax to (505) 552-9675
- For more information, contact Karen Chino, at (505) 552-5778 or by e-mail at the above address.

LAGUNA TRIBAL MEMBER PREFERENCE APPLIES