

Phillip Quintana
Governor



Paul Herrera, Sr.
Lt. Governor

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cochiti.org

**INTERNAL/EXTERNAL
JOB ANNOUNCEMENT
EP-040-2026**

POSITION TITLE: Hahn Center Recreational Program Manager
FLSA STATUS: Non-Exempt
POSITION TYPE: Regular Full-time
DEPARTMENT: Education
REPORTS TO: Education Director
BACKGROUND LEVEL: Child Care/Elder
PAY RANGE: \$23.00 - 25.00/hr. (DOE)
OPENING DATE: Thursday, April 16, 2026

Program Summary:

Pueblo de Cochiti (PdC) is dedicated to fostering wellness, cultural pride, and community connection through recreation. Our programs honor tribal traditions while embracing innovative activities that inspire all generations. We believe recreation is more than play—it's a pathway to health, unity, and cultural preservation.

Under the direct supervision of the Education Director, the incumbent will be the heartbeat of our community's recreational life. The incumbent will be responsible for designing and leading programs that bring people together—whether it's organizing traditional games, youth sports leagues, cultural arts workshops, or wellness events. In addition, the incumbent will be responsible for strengthening community bonds, promoting healthy lifestyles, and ensuring our traditions are celebrated and passed on.

Duties & Responsibilities:

- Plan, develop, and oversee year-round recreational programs, events, and activities for all age groups.
- Develop policies and procedures for usage of the Hahn Center, grounds, and the Ballfield.

- Integrate cultural traditions into programming including traditional dances, storytelling, and seasonal celebrations.
- Supervise and mentor recreation staff, seasonal workers, and volunteers.
- Manage program budgets, track expenses, and ensure resources are used effectively.
- Track and report on all events and activities held at the Hahn Center and Ballfield.
- Report to the Education Director and to Maintenance all issues regarding the condition of the facilities and any health and safety concerns.
- Coordinate facility uses, including gymnasiums, fields, and community centers.
- Partner with tribal departments, schools, and outside organizations to expand program offerings.
- Ensure safety procedures and risk management practices are being followed in all activities.
- Evaluate program participation and community feedback to continuously improve offerings.
- Promote a safe, inclusive and positive environment for all participants.

Minimum Qualifications:

- Bachelor's degree in Recreation Management, Physical Education, Community Development, or related field (or equivalent experience).
- 3+ years of experience in recreation program planning, preferably in a tribal or community setting.
- A combination of education and experience will be considered.
- Strong leadership skills with experience supervising staff and volunteers.
- Knowledge of PdC tribal culture, traditions, and community priorities.
- Excellent communication and organizational skills.
- Ability to work flexible hours, including evenings and weekends for events.
- CPR/First Aid certification (or willingness to obtain).

Work Environment:

- Combination of office, field, and community-based work settings.
- Frequent lifting, bending, transporting supplies, and equipment setup.
- Evening, early morning, weekends and/or holiday work may be required.

CLOSING DATE: April 30, 2026

TO APPLY:

Submit a completed tribal application, cover letter, and resume to Pueblo de Cochiti at: marsha.chavez@cochiti.org or PO Box 255, Cochiti Pueblo, NM 87072. For consideration, application must be submitted before the closing date at 5 p.m. Please contact our office at (505) 584-3564 for more information.