

*Phillip Quintana*  
Governor



*Paul Herrera, Sr.*  
Lt. Governor

P.O. Box 255  
255 Cochiti Street  
Cochiti Pueblo, NM 87072  
Ph: (505) 584-9652  
cochiti.org

**INTERNAL/EXTERNAL  
JOB ANNOUNCEMENT  
EDUC-057-2026**

**POSITION TITLE:** Hahn Center Recreation Leader (2 positions)  
**FLSA STATUS:** Non-Exempt  
**POSITION TYPE:** Regular Full-Time  
**DEPARTMENT:** Education  
**REPORTS TO:** Hahn Center Manager  
**BACKGROUND LEVEL:** Child Care  
**PAY RANGE:** \$17.00 - \$20.00/hrly. DOE  
**OPENING DATE:** May 27, 2026

**Position Summary:**

Under the direct supervision of the Hahn Center Recreation Leader, the incumbent will be responsible for planning, organizing, and leading recreational activities and programs for participants of various ages in the Hahn Center recreation facility and youth programs. The position focuses on creating a safe, engaging, and positive environment while supporting participant involvement and program goals.

**Minimum Qualifications:**

- High school diploma or equivalent; additional education in recreation, physical education, or a related field preferred.
- Strong communication and interpersonal skills.
- Ability to work flexible hours, including evenings and weekends.
- First Aid/CPR certification preferred.
- Experience working with children, teens, or community groups is a plus.
- Ability to pass a background check with no prior convictions or felonies.
- Ability to pass a pre-employment drug screening.

### **Essential Duties and Responsibilities:**

- Ensure safety and enforce facility rules and policies
- Work in collaboration with the after-school, summer, and language programs.
- Assist with planning, developing, and oversee year-round recreational programs, events, and activities for all age groups.
- Assist Manager with program planning and scheduling
- Monitor attendance and complete reports or documentation
- Oversee participants (children, teens, adults, or seniors)
- Monitor activities in the recreation center to ensure safety and proper conduct.
- Provide excellent customer service to participants, community members, and visitors.
- Set up and clean activity areas and equipment
- Maintain cleanliness and organization of the facility, including equipment, common areas, and restrooms.
- Report maintenance issues or safety concerns to management promptly.
- Handle registration and program-related administrative tasks.
- Complete monthly and annual reports on all services provided and the status of all students and community members served.
- Collaborate with team members to promote and improve recreational programs.
- Collaborate with tribal departments, schools, and outside organizations to expand program offerings.
- Create and distribute brochures, flyers, newsletters, and announcements to promote services, activities, and events.
- Performs other duties as assigned

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

- Knowledge of traditional forms of government, including Pueblo customs and traditions.
- Knowledge of the unique governmental structure and organization within Pueblo de Cochiti.
- Leadership and teamwork
- Attention to detail and time management
- Customer service oriented, Community service mindset
- Problem-solving and conflict resolution
- Organizational and multitasking abilities
- Knowledge of recreational activities, sports, and wellness programs
- Ability to maintain a high level of confidentiality (Privacy Laws, FERPA, and other rules/regulations).
- Ability to always represent Pueblo de Cochiti professionally.
- Ability to understand organizational structure, functions, policies, and procedures for program effectiveness.
- Ability to work independently and make appropriate decisions.

- Ability to handle multiple tasks and meet deadlines.
- Ability to interact and maintain positive working relationships with stakeholders, service providers, and individuals from various social and cultural backgrounds in and outside this community.
- Ability to demonstrate moral character, honesty, tact, and fairness.
- Ability to work various schedules and extended work hours.
- Ability to understand and use effective oral and written communication.

**Physical Requirements:**

Ability to stand, walk, and move for extended periods. Ability to lift and carry up to 50 pounds if needed for program setup. Comfortable working indoors and outdoors, in various weather conditions when applicable.

**Work Environment:**

Work is generally performed in a recreation center, gym, classrooms, and outdoor spaces. May involve exposure to noise, physical activity, and crowds. There is frequent interaction with children, parents, community members, the public, and employees. Outdoor work may be required with a moderate noise level. Travel is required for meetings, trainings, conferences, and other events. Evening or weekend work may also be required.

**CLOSING DATE: June 10, 2026**

**TO APPLY:**

Submit a completed tribal application, cover letter, and resume to Pueblo de Cochiti at: [marsha.chavez@cochiti.org](mailto: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. For other job inquiries, contact (505) 584-3564.

*It is the policy of Pueblo de Cochiti to give preference to Cochiti enrolled tribal members*