

*Phillip Quintana*  
Governor



*Paul Herrera, Sr.*  
Lt. Governor

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**INTERNAL/EXTERNAL  
JOB ANNOUNCEMENT  
EDU-056-2026**

**POSITION TITLE:** Hahn Center Recreation Assistant (2 positions)  
**FLSA STATUS:** Non-Exempt  
**POSITION TYPE:** Regular Part-Time  
**DEPARTMENT:** Education  
**REPORTS TO:** Hahn Center Manager  
**BACKGROUND LEVEL:** Child Care  
**PAY RANGE:** \$15.00 - \$18.00/hrly. DOE  
**OPENING DATE:** May 27, 2026

**Position Summary:**

Under the direct supervision of the Hahn Center Manager, the incumbent will be responsible for creating a safe, welcoming, and engaging environment for community members of all ages. The position involves maintaining facilities, assisting with after school, youth, and other programs ensuring a positive recreational experience for all participants while strengthening community bonds, promoting healthy lifestyles, celebrating and passing on our traditions.

**Minimum Qualifications:**

- High School Diploma or GED.
- 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:**

- Monitor activities in the recreation center to ensure safety and proper conduct
- Assist with organizing, and implementing recreational programs, events, and classes
- Assist with the after-school, summer, and language programs.
- Provide excellent customer service to community members, participants, and visitors
- Maintain cleanliness and organization of the facility, including equipment, common areas, locker rooms, kitchen, and restrooms
- Report maintenance issues or safety concerns to management promptly
- Handle registration and program-related administrative tasks
- Collaborate with team members to promote and improve recreational programs.
- Create and maintain a communication log and records.
- 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
- 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.

**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*