



## AROOSTOOK BAND OF MICMACS

BOYS & GIRLS CLUB  
OF BORDER TOWNS

## JOB DESCRIPTION

**Title:** OJP Project Coordinator

**Supervisor:** Boys & Girls Clubs of Border Towns - Presque Isle Unit Director

**Classification:** Part-time (29 hours per week)

**GENERAL FUNCTION:** He/She is responsible for guiding/helping the children adjust and grow within the program guidelines. He/She will be responsible for implementing and facilitating programs related to but not limited to decreasing delinquency and encouraging healthy relationships.

**QUALIFICATIONS:** Applicant must have a minimum of an Associate in a related degree field such as early childhood education, elementary or secondary education, social work and/or equivalent experience or two years or more working with children in a structured setting. Applicants must have excellent communication skills along with the necessary skills to work with groups of children made up of different ages and skill levels. Knowledge and/or experience working with Native American Culture is recommended. Emotional and mental maturity is mandatory along with training or skills in problem solving. Ability, desire, and basic skills to work with children are mandatory. A clean driver's license is necessary.

### **JOB SEGMENTS:**

- ❖ Responsible for a group of children helping each child adjust and grow with other children within the program guidelines.
- ❖ Conduct all required grant assessments and oversee all aspects of the Delinquency Prevention Program
- ❖ Assist in coordination and implementation of the selected evidence-based program.
- ❖ Coordinate mental health and substance abuse youth services.
- ❖ Ensure daily curriculum for children to follow and be able to express the direction of the program to the assistant and Unit Director.
- ❖ Facilitate prevention & cultural based programming with assistance of the Cultural Knowledge Keeper.
- ❖ Follow all program procedures and guidelines of the Boys & Girls Clubs of
- ❖ Border Towns - Presque Isle Unit.
- ❖ Leads by example and directions, expressing importance of: a) core values, respect, responsibility, caring and honesty, b) student safety, and c) enthusiastic fulfillment of program objectives.
- ❖ Ability to communicate and work with groups participating (age and skill level), and provide necessary instruction to children.

- ❖ Guide any member with behavior, attitude, or emotional problems, referring any serious problems to the Unit Director.
- ❖ Perform other duties as assigned by the Unit Director.

**END RESULTS:**

- ❖ A positive role model at all times.
- ❖ Aid in providing a safe, healthy, and fun experience for members in the After-School Program.

NOTICE: This position in no way states or implies that the responsibilities and tasks are the only responsibility and tasks to be performed by the employee occupying this position. S/he will be required to follow any other instructions and to perform any other job-related duties as required by his/her immediate supervisor.

Requirements stated herein are minimum levels of knowledge, skills, and/or abilities to qualify for this position. To perform the duties and responsibilities of this position successfully, the incumbent will possess the abilities and aptitudes to perform each task proficiently. "Ability" means to possess and apply both knowledge and skill.

All employment decisions, including promotions, transfers and others, are based on meeting all requirements herein, and on Tribal need, the employee's being in good standing (including lack of disciplinary actions), meeting all applicable performance standards and other non-discriminatory criteria. The methods of fulfilling requirements are subject to possible modification to reasonably accommodate qualified individuals who pose a direct threat of significant to health and safety of themselves or others.

**The Closing date for the OJP Project Coordinator is May 4, 2021.** If you are interested in applying for this position. **You must submit a completed job application; a completed application includes copies of certificates/licenses/degrees you have stated that you have obtained in your application, along with a cover letter and a resume.** A complete Job Description and an Applications can be accessed online at [www.micmac-nsn.gov](http://www.micmac-nsn.gov) under Job Opportunities or you can call Cheryl Smart at 764-1972 to have an application mailed.

An offer of employment will not be made without a successful DHHS and State of Maine background checks. The successful candidate must also submit to an FBI fingerprint background check.

**Please send the completed Job Application to the following address or email:**

**Cheryl Smart  
Attn: Human Resource Assistant  
Aroostook Band of Micmacs  
7 Northern Road Presque Isle, Me. 04769  
csmart@micmac-nsn.gov**

Notice: Preference is given to Indian applicants. The Aroostook Band of Micmacs is an equal opportunity employer.

**THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT, IMPLIED OR OTHERWISE. WE REMAIN AN "AT WILL" EMPLOYER.**

**PREFERENCE WILL BE GIVEN TO NATIVE AMERICAN APPLICANTS**