



## MI'KMAQ NATION JOB DESCRIPTION

**TITLE:** Membership Assistant

**SUPERVISOR:** Unit Director/ Youth Department Director

**GENERAL FUNCTION:** The Membership Assistant is responsible for maintaining the front desk, providing quality customer service ensuring the safety of Club members and maintaining all membership functions including data entry, parent/member orientations, attendance and member files. The Assistant will provide administrative support and assistance to the Unit Director.

**QUALIFICATIONS:** Applicants must have a minimum of a high school diploma and two years of experience with administrative functions. 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. Self-starter with excellent computer, interpersonal, and organizational skills with a good sense of prioritizing, time management, and follow through. 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:**

- Maintain the safety, security and appearance of the front desk.
- Greet, monitor and track all visitors.
- Supervise all equipment checkout and return
- Answer all phone calls.
- Communicate and disperse information about upcoming events and activities to members, parents and the public.
- Maintain supplies for facility and front desk.
- Maintain accurate records relating to application intake, daily and program attendance, parent information, and member files.
- Ensure that daily attendance is accurately recorded, documented and reported to administration as required.
- Maintain monthly data and membership reports, daily reports as needed for program support and grant requirements.
- Assist Unit Director with all reporting requirements involving Club membership and attendance.
- Ensure that all deadlines for membership information and data are met.
- Train and supervise enrollment specialists to work with parents on enrollment.
- Monitor entire membership enrollment process, assuring that all applications are complete and required supporting documents are complete.
- Monitor sign in process.
- Plan and implement new membership orientation.

- Maintain traxsolutions database.
- Take pictures and print membership cards.
- Export data at the end of each Club Day.
- Run reports as needed.

**END RESULTS:**

- ❖ Ensure a secure, safe environment for youth development.
- ❖ Ensure that membership goals are met.
- ❖ A well-run membership-based unit where all memberships are accurately tracked and member records well-maintained, sign-in/out records are evident and documented, fund receipts processing is accurate and good customer service practices are evident.

**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.

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 Membership Assistant position is June 30, 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**  
**Mi'kmaq Nation**  
**7 Northern Road Presque Isle, Me. 04769**  
**csmart@micmac-nsn.gov**

*The Mi'kmaq Nation practices Native Preference to qualified Native Americans in accordance with Public Law 93-638 and is an Equal Opportunity and Service Provider.*