



MI'KMAQ NATION POSITION DESCRIPTION

TITLE: T.R.A.I.L. Program Coordinator

CLASSIFICATION: Part-time up to 24 hours a week

SUPERVISOR: Unit/Youth Director

Job Summary: The T.R.A.I.L. Program Coordinator will be responsible for implementing programming for the Boys & Girls Club in the area of Health and Life Skills using the T.R.A.I.L. Curriculum. A successful candidate will be able to comfortably develop and implement culturally sensitive programming for Native youth, ages 7- 11. They will possess leadership skills in addition to other skills in the following essential areas: facilitating the implementation of an entire curriculum, including teaching lessons and coordinating volunteer and community involvement; teaching and coordinating daily physical activity and regular physical activity challenges; and completing all program requirements, including, but not limited to data collection and reporting. A successful candidate will also facilitate consistent communication between themselves and the organization's financial staff to ensure all administrative, financial, and reimbursement grant requirements are completed correctly and submitted by deadlines.

Major Duties and Responsibilities:

1. Develop, implement, and coordinate the T.R.A.I.L program with American Indian/Alaska Native youth, ages 7- 11, comprised of a balanced ratio of females to males.
2. Recruit T.R.A.I.L. participants, including outreach to non-Club members.
3. Integrate healthy lifestyle practices into the Club culture including promoting physical activities by conducting a minimum of 60 minutes of physical activity per day, five days a week for all Club members and encouraging healthy eating habits.
4. Prepare and submit program reports according to the grant timeline; manage program attendance and program data collection including facilitating T.R.A.I.L. participants' completion of pre- and post- surveys, participation in the T.R.A.I.L curriculum, daily physical activity, and periodic physical activity challenges.
5. Evaluate the T.R.A.I.L program components on a continual basis and provide feedback as necessary.
6. Develop positive relationships with Club members.
7. At all times, act as a role model for youth and other staff, including modeling healthy lifestyle behavior.
8. Adapt the T.R.A.I.L curriculum, as necessary, to be locally and culturally relevant.

Skills/Knowledge Required:

- Bachelor's degree in related field, or equivalent experience
- A minimum of three (3) years' experience working with youth
- Management abilities including leadership skills and an understanding of group dynamics
- Knowledge of youth development
- Basic knowledge of type II diabetes
- Computer skills – i.e. email, Microsoft Word (or other word processing program) and Excel
- Ability to relate to youth and maintain positive relationships with parents and the community
- Strong communication skills; both verbal and written
- Demonstrated ability to organize, direct, and coordinate activities and programs for youth

Other Position Requirements:

- Energetic, enthusiastic, reliable, and professional
- Valid driver's license
- Substance Free

The Closing date for this position is December 03, 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, 3 professional references from current or past employers (within 3 years).** A complete Job Description and an Application can be accessed online at 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 check. 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.