



MI'KMAQ NATION
POSITION DESCRIPTION

JOB TITLE/POSITION: 21ST CENTURY COMMUNITY LEARNING CENTER PROGRAM AIDE

CLASSIFICATION: PART-TIME

SUPERVISER: SITE COORDINATOR (CCLC)

GENERAL FUNCTION: This position is primarily responsible for facilitating and leading programs and activities in accordance with a program calendar and center policies. Assisting in the development, implementation and evaluation of standards-based: Project Learn; Positive Action; Torch Club; SMART Moves; Brain Gain; and STEM Activities. He/she complies with and participates fully in the instruction of the Club's program, which consists of reducing the academic barrier between 1st-8th graders and standardized testing.

EDUCATION (AND PERTINENT EXPERIENCE): Applicant must have a minimum of a high school diploma with one or more years working with children in a structured setting.

LICENSES OR CERTIFICATIONS: A valid driver's license and a clean driving is required.

SKILLS/KNOWLEDGE/ABILITIES REQUIRED: Applicants must have excellent communication skills along with the necessary skills to work with groups of youth made up of different ages and skill levels. Emotional and mental maturity is mandatory, along with training or skills in problem solving. Ability, desire and basic skills to work with youth are mandatory. CPR and First Aid certifications, good physical condition with ability to lift 10 pounds.

WORKING CONDITIONS: Community center environment, some travel to offsite location may be required.

FUNCTIONS/TASK: Display positive role model behavior, display organizational skills, have an attention to details, good communication skills, maintain confidentiality, ability to meet deadlines, works independently, displays critical thinking skills.

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 this position is MAY 13, 2022. 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 our office 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.