



## MI'KMAQ NATION JOB DESCRIPTION

**Job Title:** 21st Century Community Learning Centers (CCLC) Site Coordinator

**Classification:** Full-Time 40hrs

**Reports to:** Unit/Youth Department Director

**Supervises:** 21st CCLC Teachers & Tutors

**Salary Range:** \$16-\$18

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The purpose of 21st Century Community Learning Centers grants is to provide services and activities that help students improve in academics, attendance, behavior, promotion rates and graduation rates.

### **Primary Responsibility**

The 21st CCLC Site Coordinator, under the supervision of the Program Director, manages all operations at one after school-based center.

### **General Responsibilities**

1. Plan, develop, implement and evaluate site programs, services and activities in cooperation with the 21st CCLC Program Director.
2. Plan, develop, implement, and evaluate programs and activities that prepare youth for success while promoting safety and program quality.
3. Collect and document all objectives, outcomes, student data and other information as needed in reports to supervisor.
4. Provide accurate financial documentation and management for the site.
5. Hire and supervise part-time program aides and teachers while assisting with recruiting volunteer staff.
6. Actively recruit students who are recommended for the program by teachers, counselors and administrators.
7. Demonstrate flexibility and ability to manage challenging situations, including helping to monitor and supervise students during the afterschool program.
8. Develop and maintain partnerships with parents, community leaders and organizations.
9. Maintain routine contact with principals, teachers, afterschool staff and volunteers to discuss issues, challenges and opportunities for collaboration.
10. Meet weekly with supervisor.
11. Perform all other duties as assigned by supervisor.

### **Required Qualifications**

- Bachelor's degree from an accredited college or university
- One or more years of experience working in a school- or community-based out-of-school time organization
- Knowledge of afterschool programs, communities, positive youth development and effective management techniques
- Ability to communicate effectively to multiple audiences
- CPR and First Aid certifications
- Able to perform all tasks identified in this job description

- Valid driver's license
- Good physical condition with ability to lift 10 pounds

**Preferred Competences**

- Specific experience with 21st CCLC programs and grant requirements
- Bachelor's or master's degree in education

**NOTICE:** This position in no way states or implies that the responsibilities and tasks are the only responsibilities 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 risk to health and safety of themselves or others.

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 stated 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](http://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, State of Maine background check, and or FBI fingerprint background check.

**CLOSING DATE: AUGUST 16, 2022**

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](mailto:csmart@micmac-nsn.gov)**

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