



## MI'KMAQ NATION POSITION DESCRIPTION

**Title:** Special Activities Coordinator

**Classification:** Part-Time regular

**Pay Range:** \$15-\$18 per hour

**Immediate Supervisor:** 21st CCLC Site Coordinator

**General Function:** Plans, develops, and directs a range of activities and programs that enhance the educational health, social, and spiritual development of all youth participants. Maintain data related to all activities and report data to the team monthly.

**Minimum qualifications:** An associate's degree in Child Development, education, or a related field with a minimum of 2 years' experience in organizing, managing, and/or facilitating youth activities is preferred. A valid driver's license is necessary for this position. Ability to demonstrate a high level of communication skills in diverse environments is necessary.

### **Responsibilities:**

- Coordinate with local agencies, tribal departments, and organizations to offer programming and activities for program participants.
- Coordinate career and technical programs, internships, and health and wellness activities.
- Ensure that day-to-day activities are in accordance with goals and mission set by the Mi'kmaq Nation and 21st CCLC.
- Coordinate and develop Activities Calendar to be distributed to youth participants and parents.
- Assist 21st CCLC Site Coordinator in evaluating on a continual basis and ensuring programs/activities are implemented appropriately.
- Track participation of youth in activities and report regularly to the Site Coordinator and Director.
- Transportation of Youth as needed.

### **End Results:**

- A positive role model for staff, families, and youth at all times
- Ensuring the safety, health, and welfare of our families and youth while creating a relaxing and fun environment in the After-School Program

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 29, 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.**