



## MI'KMAQ NATION POSITION DESCRIPTION

**TITLE:** OJP Program Aide

**CLASSIFICATION:** Part-Time Position non-exempt

**Pay range:** 14.00 - 16.00 per hour

**IMMEDIATE SUPERVISOR:** Education Director

**SUMMARY:** This person will be responsible for the day-to-day interactions with project participants. They will be expected to facilitate activities and engage in healthy and fun ways to ensure the physical safety, and emotional health of at-risk youth. This person will make sure all data tracking tools are filled out daily and processed properly. They will be expected to participate in community events when needed, and demonstrate the ability to represent Mi'kmaq Nation and The Boys and Girls Clubs of Border Towns within the community professionally and positively.

**Minimum qualifications:** A minimum high school diploma or GED equivalent. Must be at least 18 years of age with a minimum of 2 years of experience organizing and facilitating activities for youth. A valid driver's license is necessary for this position. Ability to demonstrate a high level of communication skills in diverse environments.

### **Responsibilities:**

- Implement and facilitate Delinquency Prevention Program activities for at-risk youth
- Create fun and engaging ideas to encourage youth to participate in the program
- Utilize the resources available to engage children in a fun and interesting ways
- Ensure that programs/activities address the member's needs in their gender and cultural diversity.
- Complete data collection and other documentation while processing it according to the protocol daily.
- Attend outreach functions to build relationships with the community, families, and youth.
- Any other tasks deemed necessary to better the quality of the BGC program or safety, health, and welfare of the families and youth attending.

### **Working conditions:**

- Travel in Aroostook County to pick up and drop off children is necessary
- Travel to outreach locations to provide activities
- Being able to work independently in an office setting is a must
- Possible out-of-area travel may be required for training/conference-type events
- Hands-on with children will be required daily
- Flexibility to go from one work condition to another in a run of a day

### **End Results:**

- A positive role model for staff, families, and youth at all times
- Ensure the safety, health, and welfare of our families and youth

**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 needs, 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 significance to the 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: DECEMBER 1, 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.**