



## MI'KMAQ NATION POSITION DESCRIPTION

**TITLE:** Recreation Director

**CLASSIFICATION:** Full-time/exempt/Salaried

**IMMEDIATE SUPERVISOR:** Assistant Health Director

**NOTE:** The following includes data on essential job functions, as well as physical, mental, academic and experiential requirements for the job defined herein. The description is meant to serve interviewers, applicants, directors, and incumbents as a reference tool for determining whether applicant or employee qualifications are sufficient to perform the tasks and assume the responsibility as described herein. Some aspects of this portion may change over time, according to the Mi'kmaq Nation (MN) needs, which changes may not be recorded herein at this time.

**SUMMARY OF POSITON:** The Recreation Director is responsible planning, organizing, and directing the operations of community sports/fitness programs (such as basketball tourneys, hikes/walks, mountain biking outings), activities, and services for the Mi'kmaq Nation. This will include activities across the lifespan. He/she is responsible for the supervision of additional coaches and/or staff, and the development of program policies/procedures and protocols.

**EDUCATON (AND PERTINENT EXPERIENCE):** Completed Bachelor's Degree in Recreation & Leisure Services and no less than three years demonstrated successful supervisory/management experience with program development/planning.

**LICENSES OR CERTIFICATIONS:** BLS required with basic first aid. Wilderness First Responder preferred at time of hire, but required to obtain within first 6 months.

**SKILLS/KNOWLEDGE/ABILITIES REQUIRED:** Demonstrated ability to plan, coordinate, implement, monitor, and evaluate program activities to ensure participant safety. Knowledge of recreation trends over the lifespan. Ability to work both independently as well as part of a team. Ability to maintain accurate and current client record. Ability to assess goals and strategies and hold staff accountable to ensure successful implementation and completion of goals and objectives while keeping participants safe. Excellent oral and written communication skills, including proficiency with Microsoft Office tools: Publisher, PowerPoint, Excel, Word. Ability to organize information in various formats for reporting purposes. Strong supervisory skills. Adherence to timelines/deadlines. Training and experience in customer services. Ability to lift 50 lbs.

**WORKING CONDITIONS:** Community settings, such outdoor recreation areas and Mi'kmaq Nation's Wellness Building and Gym, some office settings, and other community gathering places. May be required to travel throughout Aroostook County utilizing any agency vehicles available, or personal vehicle. May, on occasion, have cause to travel throughout the State of Maine and out-of-state.

**FUNCTIONS/TASKS:**

1. Manage and provide leadership for all facilities and staff members.
2. Design, implement, evaluate (and report) recreational programs and events in specified facilities to include both summer and winter recreation programs.
3. Forecast, complete, maintain and report on budgets for programs.
4. Establish rules, regulations, policies and protocols for recreation activities.
5. Interview, hire, train, supervise and schedule full-time, part-time, temporary and/or seasonal employees.
6. Work cooperatively with youth, adults and all other tribal and local community organizations.
7. Develop and distribute advertising, marketing and promotional materials for recreation/fitness activities.
8. Knowledge and ability to perform minor maintenance for program supplies and equipment.
9. Public speaking.
10. Complete all ordering and purchasing in accordance with MHD policy and procedures.
11. Addresses program complaints within MHD and MN policy to resolution.
12. Responsible for all program recordkeeping and updates.
13. Attend Tribal Council meetings as necessary.
14. Attends trainings (tribal and otherwise) to maintain professional knowledge.
15. Develops annual program plan to include activities, event or programs with measurable goals and objectives.
16. Reviews MNI Personnel and Fiscal Policies and conducts activities in accordance to those established policies.
17. All other duties as assigned by supervisor.

**NOTICE:** This Position Description in no way implies that the responsibilities and tasks are the only responsibilities and tasks performed by the Recreation Director. S/he will be required to follow any other instructions necessary to perform any 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 scope of work, 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 skills.

All employment decisions, including promotions, transfers, and others, are based on meeting all requirements herein, on tribal need, the employee being in good standing (including the 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 of health and safety of themselves and/or others.

***Only individuals who have proof of full COVID-19 vaccination will be considered for hire.***

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).

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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.**