



MI'KMAQ NATION JOB DESCRIPTION

TITLE: T.R.A.I.L. Program Coordinator

CLASSIFICATION: Part-time up to 24 hours a week

SUPERVISOR: Unit/Youth Director

SUMMARY OF POSITION: The T.R.A.I.L. Program Coordinator will be responsible for implementing programming for the Boys & Girls Club in the area of Health and Life Skills using the T.R.A.I.L. Curriculum. A successful candidate will be able to comfortably develop and implement culturally sensitive programming for Native youth ages 7-11. They will possess leadership skills in addition to other skills in the following essential areas: facilitating the implementation of an entire curriculum, including teaching lessons and coordinating volunteer and community involvement; teaching and coordinating daily physical activity and regular physical activity challenges; and completing all program requirements, including, but not limited to data collection and reporting. A successful candidate will also facilitate consistent communication between themselves and the organization's financial staff to ensure all administrative, financial, and reimbursements grant requirements are completed correctly and submitted by deadlines.

EDUCATION: Bachelor's degree in related field or equivalent experience. A minimum of three (3) years experience working with youth.

LICENSES OR CERTIFICATION: Possess a valid driver's license.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Develop, implement, and coordinate the T.R.A.I.L program with American Indian/Alaska Native youth, ages 7-11, comprised of a balanced ratio of females to males.
2. Integrate healthy lifestyle practices into the Club culture, including promoting physical activities by conducting a minimum of 60 minutes of physical activity per day, five days a week for all Club members, and encouraging healthy eating habits.
3. Prepare and submit program reports according to the grant timeline; manage program attendance and program data collection, including facilitating T.R.A.I.L. participants' completion of pre-and post-surveys, participation in the T.R.A.I.L curriculum, daily physical activity, and periodic physical activity challenges.
4. Develop positive relationships with Club members.
5. At all times, act as a role model for youth and other staff, including modeling healthy lifestyle behavior.
6. Adapt the T.R.A.I.L curriculum, as necessary, to be locally and culturally relevant.

Skills/Knowledge Required:

- Management abilities, including leadership skills and an understanding of group dynamics
- Basic knowledge of type II diabetes
- Computer skills – i.e., email, Microsoft Word (or other word processing program), and Excel
- Ability to relate to youth and maintain positive relationships with parents and the community

- Strong communication skills, both verbal and written
- Demonstrated ability to organize, direct and coordinate activities and programs for youth.

Other Position Requirements:

- Energetic, enthusiastic, reliable, and professional.
- Substance Free.

The closing date for this position is MAY 26, 2023 Submit a completed application package, including a cover letter, resume, an application, and copies of certificates/licenses/degrees stated *in your application*. Go to www.micmac-nsn.gov to find the job description and job application, or call Cheryl Smart at 764-1972 to have an application mailed. This position is subject to F.B.I., DHHS, and State of Maine background checks.

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 25 USC 472, 472 (a) and P.L. 93-638 and is an Equal Opportunity and service provider.