

# MI'KMAQ NATION

## POSITION DESCRIPTION

**TITLE: Wellness & Recreation Programmer**

**CLASSIFICATION:** Full-time, Hourly/Non-exempt/Permanent (32-40 hrs) \$20-24 per hour.

**IMMEDIATE SUPERVISOR:** Recreation Coordinator

**NOTE:** The following includes data on essential functions, as well as physical, mental, academic and experiential requirements for the position defined herein. This Position 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 Position Description may change over time, according to the Tribe's needs, and may not be reflected herein.

**SUMMARY OF POSITION:** The Community Health Recreation & Wellness Programmer works directly in recreation and fitness area and must obtain, and maintain, a personal training certificate. This work may include providing culturally relevant activities for the general community, but also those patients of MFHS looking for complementary healing activities. This position provides culturally relevant education and experiences to promote holistic wellness for the Mi'kmaq community. For example, they may work closely with the DCC/SDPI Coordinator to develop culturally relevant chronic disease management and prevention curriculum that also incorporates traditional medicines, activities, and practices.

**EDUCATION (AND PERTINENT EXPERIENCE):** A Bachelor's degree in recreation, fitness, teaching, and or education with demonstrated 3 years of teaching experience. Culturally relevant indigenous teaching experience preferred. A willingness to learn and grow in this area is critical.

**LICENSES OR CERTIFICATIONS:** Possess a valid driver's license. Agency-owned vehicles will be made accessible in order for incumbent to achieve assigned duties. Be eligible to be put on the tribe's vehicle insurance policy. Have or be able to pass CPR, wilderness first aid. Have a personal training certification, or be able to get one, from an accredited body selected by your immediate supervisor.

**SKILLS/KNOWLEDGE/ABILITIES REQUIRED:** Highly resourceful and solution-focused team-player, with the ability to also be effective independently. Strong interpersonal skills including tact and flexibility to work effectively with supervisor, staff, and participants. Computer skills to include Word, Excel, PowerPoint, and Outlook. Possess good communication skills (oral and written). Must have a familiarity with the cultural factors relative to the care of Native Americans. Facilitate group classes

proficiently using a wide range of skills and techniques to help participants understand their common objectives and assist them to achieve them as well as work with community members 1:1 and in cultural situations, such as facilitating a sweat. Understand how social determinants of health impact the community and participants.

**WORKING CONDITIONS:** Work is performed in an office setting, in the fitness and wellness settings, which may include outdoor settings, and may involve home settings. Settings and tribal property where ceremony may take place. Tribal and community buildings. Work requires long periods of regular and recurring standing, walking, bending and lifting no more than 50 pounds. Items may be placed on overhead storage. There is common exposure to contagious and infectious disease occasionally when working with the public. The work may require the de-escalation strategies with patients, families and visitors. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**TRAVEL REQUIREMENTS:** Willingness to travel throughout Aroostook County as necessary for recreation, wellness and cultural events and activities. The ability to travel and attend meetings and trainings throughout the State of Maine; overnight and out of town, both locally & nationally, minimal frequency.

#### **DUTIES:**

- The Recreation & Wellness Programmer is responsible for a wide range of tasks, including but not limited to the following: no less than 15 hours weekly working in the fitness space as a personal trainer, gym attendant, or for other recreation programming, classes and/or education in the wellness building, while ensuring the overall hygiene and safety of the space.
- Work with division directors & tribal programs, as requested by supervisor, to expand program offerings to include holistic and culturally relevant complimentary services (may include, but not limited to, sweats, ceremony preparation, talking circles, men's gatherings, general cultural knowledge, etc.).
- Work with other programs, such as the SDPI Coordinator, for example, when requested, to expand culturally relevant curriculum for chronic disease management and prevention. Cooperatively teach (or be guest speaker) 6–7-week classes using developed curriculum.
- Implement activities under the Cultural Activities Policy. This strict adherence to this policy and it's protocols.
- Works, as assigned, to assist the recreation coordinator in the planning, delivery, and evaluation of seasonal and annual programming for all ages.
- Together with supervisor, serve as the "bridge" between traditional medicine and traditional ways of being (movement/sport, and food as medicine) with more standard treatment practices/options.
  - Attend staff and other meetings, in-services, and other events as directed by supervisor.

- Reports to work, meetings, training, and scheduled appointments on time.
- Attends in-service, and out-of-area, workshops and training sessions pertinent to assigned duties.
- Ability to execute on assigned activities from beginning to end: planning, implementation, assessment and all that entails, including, but not limited to: purchase orders, social media, recruiting participants, supplies and materials for the event, and event evaluation, data collection and record keeping, and reporting.
- Reviews, signs, and maintains strict adherence to the Privacy Act of 1974, and Confidentiality Statement. Reviews, and adheres to Health Insurance Portability and Accountability Act (HIPAA) rules and regulations.
- Review MN/MHD Personnel and Fiscal Policies, and conduct activities in accordance to those established policies. This applies to performance and conduct.
- Works cooperatively with all other programs housed under MHD in general, and Community Health & Wellness in particular, such as injury prevention, to develop, implement, and evaluate programming and education.
- All other duties as assigned by supervisor.

## **EVALUATION**

Feedback will be practiced on an on-going basis and the notes will be attached to your personnel file. Formal evaluations will be conducted minimally, on an annual basis, and are based on how one meets, exceeds, or fails at standards specified within this position description.

**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. Employee will be required to follow any other instructions and to perform any other job-related duties as required by employee's 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 modifications to reasonably accommodate qualified individuals who pose a direct threat or significant risk to health and safety to themselves or others.

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

**The Mi'kmaq Nation practices Native Preference to qualified Native Americans under Public Law 93-628 and is an Equal Opportunity and Service Provider.**