



## MI'KMAQ NATION JOB DESCRIPTION

**Title:** Assistant Youth Department/Unit Director

**Supervisor:** Youth Department/Unit Director

**Classification:** Full-Time

**Pay Range:** \$20-\$25 per hour

**GENERAL FUNCTION:** The Assistant Youth Department/Unit Director works in direct partnership with the Unit/Youth Department Director to oversee the delivery of all program areas within the Club/Youth Program. Assist in supervising program staff and perform other related administrative duties. Serves as a liaison between parents, schools, community groups and Club Members.

**QUALIFICATIONS:** Applicant must have an Associate in a related degree field such as mental health, education, etc. Applicant must have excellent communication skills along with the necessary skills to work with groups of people made up of different ages and skill levels. Knowledge and/or experience working with Native American Culture is recommended. Emotional and mental maturity is mandatory along with training or skills in problem solving. Ability, desire, and basic skills to work with children are mandatory. A clean driver's license is necessary.

### **Key Roles:**

#### **Program Management**

- Contributes to the development and implementation of organizational program goals in relation to the need for and availability of resources to facilitate the achievement of Youth Development Outcomes.
- Supervises assigned staff in achieving goals, providing technical assistance in program design, development, community relations, and program operations.
- Assist with oversight of day-to-day programming

#### **Volunteer Development**

- Identifies volunteer opportunities and communicates with the Unit/Youth Department Director.
- Provide leadership to volunteers and address issues and concerns as appropriate.
- Facilitate Mentoring Training for Volunteers.
- Coordinate Mentoring Program for Club Members and Mentors.

#### **Youth Engagement**

- Coordinate the implementation of evidence-based programming adapted for native youth, including but not limited to SMART Moves, Project Venture, American Indian Life Skills, Healing the Canoe, Power Hour, etc.
- Coordinate Youth Council Meetings per month using the MYAN/UNITY tool kit curriculum

#### **Suicide Prevention**

- Increase awareness and provide suicide prevention training services to parents, community and those serving the Micmac community.

**END RESULTS:**

- ❖ A positive role model at all times.
- ❖ Help restore healing and connection

**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 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 modification to reasonably accommodate qualified individuals who pose a direct threat of significant to health and safety of themselves or others.

**The Closing date for the position is November 8, 2024**

If you are interested in applying for this position, submit a completed Mi’kmaq Nation job application, including copies of certificates/licenses/degrees you state you have obtained in your application, along with a cover letter and a resume, three professional references from current or past employers (within three years). 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 Beth Diamond at 764-1972 to have an application mailed. An offer of employment will not be made without successful FBI, DHHS, and State of Maine background checks.

**Please send the completed Job Application to the following address or email:**

**Attn: Human Resource Assistant  
Mi’kmaq Nation  
7 Northern Road, Presque Isle, ME 04769  
[Bdiamond@micmac-nsn.gov](mailto:Bdiamond@micmac-nsn.gov)**

**The Mi’kmaq Nation practices Native Preference to qualified Native Americans in accordance with Public Law 93-638 and is an Equal Opportunity and service provider. and is an Equal Opportunity and service provider.**