



MI'KMAQ NATION POSITION DESCRIPTION



TITLE/POSITION: MENTORING COORDINATOR

CLASSIFICATION: Part-Time

SUPERVISOR: Youth/Unit Director

SALARY: \$16.00 - \$18.00 Contingent upon Grant Funding

GENERAL FUNCTION: This position is primarily responsible for pairing mentors and mentees who meet once per week for a one-on-one mentoring session and group mentoring sessions. This position is also responsible for collecting and keeping track of any data related to the mentoring program. More information about the Club's mentoring program will be available at the interview.

QUALIFICATIONS: A high school diploma or GED. Applicants must be at least 18 years of age with two years of significant experience working with youth. Applicants must have excellent communication skills, along with the necessary skills to work with groups of youth made up of different ages and skill levels. Emotional and mental maturity is mandatory, along with training or skills in problem-solving. Ability, desire, and basic skills to work with youth are mandatory. A clean driver's license is necessary. If an applicant does not possess a driver's license, then they have to take the steps to ensure its successful completion within one year of service. The successful applicant must pass a criminal history and Department of Health and Human Services background check.

JOB SEGMENTS:

Mentoring Coordinator:

- Attend all related trainings.
- Oversee all mentoring matches, conducting follow-ups as prescribed in the program guidelines and ensuring the safety of all youth involved.
- Oversee group mentoring activities.
- Recruit and train mentors.
- Recruit mentees.
- Implement monthly group mentoring activities.
- Collect information as instructed by the Unit/Youth Department Director for monthly, semi-annual, and annual reports.

END RESULTS:

- A positive role model at all times
- Aid in providing a safe, healthy, and fun experience for Club members
- Assist in making the Club's Mentoring Program successful
- Assist in making all Club programs successful

JOB COMPETENCIES:

- Ability to interact with staff of all levels
- Demonstrate internal and external customer service skills
- Be a team player
- Display role model behavior
- Display organizational skills ® Display attending to details
- Display good communication skills
- Maintain confidentiality
- Display ability to meet deadlines
- Display ability to work independently
- Display critical thinking skills
- Display flexibility
- Demonstrate ability to work in a dynamic environment.

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, a cover letter and a resume, *and* 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 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: Until filled

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

Attn: Human Resource

Mi'kmaq Nation

7 Northern Road Presque Isle, Me. 04769

bdiamond@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.