



## MI'KMAQ NATION JOB DESCRIPTION

**TITLE:** Youth Support Staff

**CLASSIFICATION:** Part-Time Position (15-25 hours) non-exempt

**TENTATIVE SCHEDULE RANGE:** Monday through Saturday between 8 am to 10 pm depending on the needs of program.

**IMMEDIATE SUPERVISOR:** SAMHSA Project Coordinator

**SALARY RANGE:** \$16-\$20 per hour

**SUMMARY OF POSITION:** This person will be responsible for the day-to-day interactions with children. They will be expected to facilitate activities and engage children in healthy and fun ways to ensure the physical safety, and emotional health of at-risk youth. This person will make sure all data tracking tools are filled out on a daily basis and processed properly. They will be expected to participate in community events when needed, and demonstrate the ability to represent The Mi'kmaq Nation and The Boys and Girls Club of PI within in the community in a professional and positive way.

**MINIMUM QUALIFICATIONS:** A minimum of high school diploma or GED equivalent. Must be at least 18 years of age with a minimum of 2 years of experience organizing and facilitating activities for youth. A valid driver's license is necessary for this position. Ability to demonstrate a high level of communication skills in diverse environments.

### **RESPONSIBILITIES:**

- Implement and facilitate SAMHSA Project activities for at-risk native youth
- Create fun and engaging ideas to encourage youth to participate in the program
- Utilize the resources available to engage children in fun and interesting ways
- Ensure that SAMHSA programs/activities address the members needs in their gender and cultural diversity.
- Complete data collection and other documentation while processing it according to protocol on a daily basis.
- Attend outreach functions to build relationships with the community, families and youth.
- Any other tasks deemed necessary to better the quality of BGC of PI program or safety, health and welfare of the families and youth attending.
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### **WORKING CONDITIONS:**

- Travel in Aroostook County to pick up and drop off children is necessary
- Travel to outreach locations to provide activities
- Being able to work independently in an office setting is a must
- Possible out of area travel may be required for training/conference type events
- Hands on with children will be required on a daily basis
- Flexibility to go from work condition to another in run of a day
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### **END RESULTS:**

- A positive role model for staff, families, and youth at all times.
- Ensure the safety, health and welfare of our families and youth.

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](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.

**The closing date for this position is March 4, 2025.**

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](mailto: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.**