

MI'KMAQ NATION

POSITION DESCRIPTION

TITLE: Wellness & Recreation Programmer 2

CLASSIFICATION: Full-time, Hourly/Non-exempt/Permanent (32-40 hrs) \$18-23 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 the recreation and fitness area and must obtain and maintain a personal training certificate. This position provides general physical activity education and experiences to promote wellness for the Mi'kmaq community. This position may be responsible for the care and transportation of community members for the purpose of recreation activities in the community but also off-site. Personal training duties including the assessment of individuals, planning, demonstrating, evaluating and, at times, leading fitness programs.

EDUCATION (AND PERTINENT EXPERIENCE): High school diploma and /or GED. CPR required. Personal trainer certificate from a nationally recognized organization such as NASM, ISSA, NCE, NAFC, etc. as selected by division leadership. A willingness to learn and grow in this area is critical.

LICENSES OR CERTIFICATIONS: Possess a valid driver's license (must be able to show up reliably and on time). 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 excellent communication skills (oral and written), customer service and organizational skills. 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. Ability to lift 50lbs or more. Ability to clear background checks and maintain CPR certification. Ability to obtain personal training certificate within 6 months of hire date (for continued employment).

WORKING CONDITIONS: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The position will be in the fitness room/gym setting, may be in client homes, public outdoor areas and other areas of recreation, and may include other tribal programs and buildings. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job 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: working in the fitness space as a personal trainer, gym attendant for elders when needed, or for other recreation programming, classes and/or education in the wellness building, while ensuring the overall hygiene and safety of the space.
- Complete fitness center orientations and personal training intakes according to policy. This includes explaining and demonstrating safe and proper use of fitness equipment.
- Comply with standards around training records and record keeping.
- Works with a variety of people, across the lifespan, for the purposes of general physical activity education, recreation and wellness.
- Works, as assigned, to assist the recreation coordinator in the planning, delivery, and evaluation of seasonal and annual programming for all ages.
- 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.

- Strict adherence to professional stands of the industry.
- 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.