MI'KMAQ NATION
JOB DESCRIPTION

TITLE: Youth Development Professional

CLASSIFICATION: Part-Time Position (20 hrs)

IMMEDIATE SUPERVISOR: Program Manager

SALARY RANGE: 16.00-20.00

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.

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 the community in a professional and positive way.

EDUCATION (AND PERTINENT EXPERIENCE: Minimum qualifications: A minimum of a 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. **WILL PROVIDE TRAINING TO SUITABLE CANDIDATE**.

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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FUNCTIONS/TASKS:

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 on a daily basis.
Hands-on with children will be required on a daily basis.
Flexibility to go from one working environment to another in a day.

END RESULT:

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, a resume, *and* three 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.

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

Mi'kmaq Nation

Attn: Human Resources

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.