



## **Mescalero Apache Boys & Girls Club**

P.O. Box 137  
Mescalero, NM 88340  
575-464-9212  
mbgc@matisp.net

### **JOB ANNOUNCEMENT**

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Title: T.R.A.I.L Program Coordinator

Site: Mescalero Site

Salary: \$14.00 (This is a Part-time Job)

Opening: June 16, 2022

Closing: July 6, 2022

#### **Job Summary**

The T.R.A.I.L Program Coordinator will be responsible for implementing programming for the Boys & Girls Club in the area of Health and Life Styles using the T.R.A.I.L. curriculum. A successful candidate will be able to comfortably develop and implement culturally sensitive programming for Native Youth, ages 7 to 11. They will possess leadership skills in addition to other skills in the following essential areas: facilitating the involvement/ teaching and coordinating daily physical activity challenges; and completing all program requirements, including, but not limited to data collection and reporting. A successful candidate will also stay in communication with First Pic (the grantee) and complete reports in a timely manner.

#### **Responsibilities and Duties**

- Develop, implement, and coordinate a minimum of one round of the TRAIL program curriculum lasting a minimum of 12 weeks with American Indian youth ages 7-11.
- Recruit TRAIL participants
- Maintain documentation verifying that 100% of the youth participants are members of federally recognized American Indian Tribes
- Integrate healthy lifestyle practices into Club culture promoting physical activity by integrating 60 minutes of physical activities per day, 5 days a week for all Club members and encourage healthy eating habits
- Prepare and submit program reports according to timeline
- Facilitate a service project for TRAIL participants and their families
- Establish multiple community partners
- MUST be energetic, enthusiastic, and willing to run, play, jump, and be involved with Club members
- Other duties as assigned

#### **Minimum Qualifications:**

- High School diploma or GED
- Experience in working with children.
- Knowledge of youth development
- Ability to motivate youth and manage behavior
- Ability to deal with general public in a professional manner
- Ability to plan and implement quality programs for youth
- Ability to organize and supervise members in a safe environment
- Mandatory CPR and First Aid Certifications (can be done on the job)
- Valid New Mexico Driver's License
- Able to upload documents, use Word, Excel, and other computer programs

### **Physical Requirements/Work Environment**

- Must be able to lift 50 lbs or more
- Must be active and willing to walk, run, dance, jump, etc.

### **Tribal Preference**

**As per Tribal Ordinance 06-02, MAT will give preference to qualified Tribal members with regard to hiring.**

Candidates will go through an interview process with an interview panel assigned by the Mescalero Apache Tribal Human Resources Department.

All applications can be picked up and turned in at the MAT Human Resources Department.