

HOULTON BAND OF MALISEET INDIANS

Job Description

Boys and Girls Club Mentoring Assistant

STATUS: Part time, 24-31 hours per week

SALARY: \$15.28 per hour dependent on grant funding

SUPERVISED BY: Boys and Girls Club Unit Director

ROLE: The Mentoring Assistant of the Boys and Girls Club serves as a positive role model for the Maliseet Tribe's Children. The boys and Girls Club Mentoring Assistant provides leadership, educational services, and recreational activities to the children of the Maliseet and surrounding Community.

POSITION RESPONSIBILITIES:

1. Act as a positive role model for the Tribe's youth.
2. Coordinate and conduct activities on a regular basis that teach children to establish and realize goals.
3. Hold activities in conjunction with other groups and programs.
4. Actively recruit participants for the Boys and Girls Club Program.
5. Maintain organized records for each (mentee) child participating in the program to include registration forms, permission slips, attendance and activity logs, and any other materials required by the Boys and Girls Club Program.
6. Maintain organized records as required by the Boys and Girls Club Program for each Mentor participating in the program.
7. Ensure that all Mentors have annual up to date criminal and DHHS background checks.
8. Provide transportation for Tribal youth to and from activities and trips.
9. Provide healthy snacks for both age groups within the program and a meal for the older age group.
10. Complete reports on a timely basis as required by each grant
11. Participate in HIPAA Training and attend all other required trainings, including First Aid, CPR, Bloodborne Pathogens, Mandated Reporting, etc.
12. Coordinate fund raising activities to support the Boys and Girls club.
13. Seek alternate funding resources to enhance the program.
14. Other job related responsibilities assigned by Boys & Girls Club Unit Director.

MINIMUM QUALIFICATIONS:

- Certification in child development or a high school diploma/GED with two years supervisory experience in youth activities or youth education
- Must possess a current and valid driver's license at all times
- Must possess the ability to be insured by HBMI's vehicle insurance carrier
- Must possess the ability to work with limited supervision
- Must possess the ability to interact with clients and the community
- Prior experience working with children
- Must be able to work flexible hours to include nights and weekends

- Provide consent and have the ability to successfully pass a State and Federal criminal background investigation
- Provide consent and have the ability to successfully pass a Department of Health and Human Services investigation
- Must be certified in CPR/First Aid or must obtain within the probationary period
- Non-smoker preferred—no smoking allowed when youth are in your care

Responsibility for Safety and Health:

- Every employee is responsible for safety and the prevention of accidents and injuries. Successful job performance depends on attention to safety issues.

Physical Requirement:

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|------------|---|----------|---|-------------|---|
| • Bending | F | Sitting | O | Hearing | F |
| • Carrying | F | Standing | F | Keyboarding | O |
| • Driving | F | Talking | F | Kneeling | O |
| • Handling | F | Walking | F | Reaching | O |

Lift/Carry

- 50 lbs. or less O

Push/Pull

- 50 lbs. or less O
- N Not Applicable
- O Occasionally (up to 2 hours a day)
- F Frequently (2-6 hours a day)
- C Constantly (over 6 hours a day)

Complete job description, listing duties and qualifications and HBMI applications are available for download at our web site www.maliseets.net. Application are available at the front desk of the Administration Building or have one mailed to you by contacting the receptionist at the Tribal Administration Office. For information or a job description please either call the Administration Office at 532-4273 or e-mail hr@maliseets.com. **If selected for employment you will be subject to Alcohol and Drug testing. If you fail the Alcohol or Drug testing any offer of employment will be withdrawn by HBMI.**

Applications will be accepted until close of business April 6th, 2022

TO APPLY:

Submit an application to:
Houlton Band of Maliseet Indians
Attn: Jessica Huff
88 Bell Road

Littleton, Maine 04730The HBMI practices Indian Preference to qualified Native Americans in accordance with Public Law 93-638 and is an Equal

