



HOULTON BAND OF MALISEET INDIANS  
**POSITION DESCRIPTION**  
BOYS & GIRLS CLUB UNIT DIRECTOR

**JOB TITLE/POSITION:** BOYS & GIRLS CLUB of Maliseets (BGC) Unit Director (1 FT) 40 Hours,  
FULL BENEFITS  
**SUPERVISOR:** Tribal Administrator  
**SALARY:** \$15.38-\$17.79 per/hour; Contingent upon Grant Funding

**GENERAL FUNCTION:** This position manages and coordinates the overall daily operations of the Unit and Youth activities with the primary concern for a comprehensive, outcome-driven program and service delivery. As the Coordinator of the Boys & Girls Club this employee serves as a positive role model for the Maliseet Tribe's Children. The Unit Director also supervises and trains staff (direct and indirect), handles personnel issues, manages the facility, develops and manages a budget while actively doing grant research for grant opportunities, engaging the Tribal Council on a regular basis, manages community relations, volunteers, and membership administration.

**QUALIFICATIONS:**

- High School GED
- A minimum of five years' experience in a BGCA, or similar organization planning and supervising activities based on the developmental needs of young people, or equivalent experience.
- Applicants must be at least 18 years of age with two years of significant experience working with youth. Applicants must have excellent communication skills along with the necessary skills to work with groups of youth made up of different ages and skill levels.
- Emotional and mental maturity is mandatory along with the ability to recruit, train, supervise and motivate staff.
- Applicants must be certified in CPR/First Aid or must obtain such within a probationary period or the first six months of employment.
- Must complete all necessary training and reports within a timely manner. Before deadlines are due.
- Ability, desire and basic skills to work with youth are mandatory.
- Must be able to align youth activities with culturally appropriate teachings.
- A clean driver's license at all times.
- Must pass a criminal history and Department of Health and Human Services background checks.

**UNIT Director responsibilities:**

- Establish and continue Unit programs, activities and services that prepare youth for success and create an outcome-driven Club experience that facilitates achievement of youth development outcomes.
- Ensure a healthy, safe environment, with well-maintained facilities, equipment and supplies.
- Plan, develop, implement and evaluate the Unit's overall programs, services and activities to ensure they meet the stated objectives and members needs/interests.
- Compile regular reports reflecting all activities, attendance and participation.
- Manage the Units financial resources, assisting in the development of annual budgets. Control expenditures against budget.
- Ensure administrative and operational systems are in place to maintain the operation of the Youth programs and Club's physical properties and equipment, including use of facilities by outside groups. Ensure compliance with the organizational policies.
- Recruit, manage and provide career development opportunities for Youth/Unit staff and volunteers.
- Conduct regular (Weekly) staff meetings.
- Develop partnerships with parents/guardians, community leaders and organizations.

- Join local clubs in an effort to brand the organization. (Networking with other Native Units is mandatory)
- Develop and maintain public relations to increase the visibility of programs, services and activities within the Club and the Maliseet community.
- Ensure monthly submission of reimbursement packages from 'reimbursement' grants; submit originals to the BGC-BT CEO.
- Purchase and approve purchase of supplies and equipment.
- Work with staff on special events to carry out programs in all areas.
- Exercise authority in problems relating to members.
- Create weekly work schedules for staff outlining duties/activities assigned.
- Ensure all required paperwork for programs/grants is maintained and submitted accordingly.
- Host fundraising events throughout the year to increase the Club's unrestricted funding availability.
- Write, prepare, and submit grants of varying dollar levels to help sustain Club activities and create new programming.
- Assume other duties as assigned.

**JOB COMPETENCIES:**

- Ability to interact with staff of all levels
- Demonstrate internal and external customer service skills
- Be a team player
- Display role model behavior
- Display organizational skills
- Display attention to details
- Display good communication skills
- Maintain confidentiality
- Display ability to meet deadlines
- Display ability to work independently
- Display critical thinking skills
- Display flexibility
- Demonstrate ability to work in a dynamic environment
- Have cultural knowledge to implement culturally appropriate activities

**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. S/he will be required to follow any other instructions and to perform any other job-related duties as required by Her/His 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 modification to reasonably accommodate qualified individuals who pose a direct threat of significant to health and safety of themselves or others.

**THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT, IMPLIED OR OTHERWISE. WE REMAIN AN "AT WILL" EMPLOYER.**

**PREFERENCE WILL BE GIVEN TO NATIVE AMERICAN APPLICANTS**