

**HOULTON BAND OF MALISEET INDIANS  
JOB DESCRIPTION**

**Approved by Council: 03/21/17**

**Wilderness Pines Campground Supervisor/Manager**

**Status:** Full Time  
**Supervised by:** Economic Development Director  
**Role:** Will be responsible for the general day-to-day operations and supervising staff of the Wilderness Pines Campground

**Duties and Responsibilities:**

1. Ability to be on call 24 hours a day 7 days a week
2. Supervise all of the day-to-day activities at Wilderness Pines Campground.
3. Ability to train and manage employees.
4. Ability to work and communicate with the general public.
5. Responsible for all of the maintenance at the Campground including but not limited to the clubhouse, bathroom, laundry room, lawn, pool, and cabin maintenance and upkeep.
6. Responsible for ensuring site rentals are clean and clear of fire debris.
7. Trash Removal from grounds.
8. Responsible for renting, cleaning, and maintenance of RV, tent sites and rental cabins.
9. Ability to be creative and communicate ideas.
10. Ability to communicate and work with the HBMI Tribal Council, Economic Development Director, and HBMI Tribal Community.
11. Ability to work under pressure and on a timely schedule.
12. Competent in conflict resolution.
13. Daily, Weekly and monthly accounting and inventory control processing.
14. Acquisition and retention of all permitting, licensing and certifications to operate.
  - a. Water testing (Monthly)
  - b. Pool Operating Certification (Daily)
  - c. Kitchen/ Food Service (Seasonally)
  - d. Campground Operations (Seasonally)
  - e. Any and All permits required but not specifically listed
15. Sales and monitoring of Firewood inventory.
16. Lawn mowing and landscape maintenance of developed grounds.
17. Fire Suppression (Extinguisher) inspections (Monthly)
18. Seasonal, Monthly, Weekly and Daily scheduling of rentals
19. All other duties as deemed necessary by Economic Development Director.
20. Responsible for on-line communications with potential clients via Facebook, email, etc.

**Qualifications:**

- Must possess a valid Maine State Driver's License, complete a Department of Motor Vehicle background check, and have reliable transportation.

- Complete State and Federal Criminal background check.
- High School Diploma or GED.
- Effective written and verbal communication skills, organizational skills, ability to prioritize and handle multiple tasks.
- Successful completion of a criminal background investigation.
- Ability to pass a certified pool maintenance course.
- General knowledge of carpentry, electrical work and plumbing.
- Good organizational skills
- Capable of daily physical labor
- Computer literacy, including Facebook, email, etc.
- Ability to pass initial drug test

**Physical Requirements/Physical Abilities:**

Bending	F	Reaching	F	<i>N (Not Applicable)</i>
Carrying	F	Standing	F	<i>O (Occasionally) up to 2 hrs. per week</i>
Driving	F	Talking	C	<i>F (Frequently) 2-6 hours per week</i>
Handling	F	Walking	F	<i>C (Constantly) over 6 hours per day</i>
Hearing	C	<u>Lift/Carry</u>		
Keyboarding	O	21 – 50 lbs.	F	
Kneeling	O	<u>Push/Pull</u>		
		50 lbs or less	F	

Applications are available for download at our web site [maliseets.net](http://maliseets.net), 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 more information please either call the Administration Office at 532-4273 or e-mail [hr@maliseets.com](mailto: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 the tribe.**

**Applications will be accepted until close of business on October 5th, 2023**

**TO APPLY:**

Submit an application to:  
Houlton Band of Maliseet Indians  
Attn: Jessica Huff  
88 Bell Road  
Littleton, Maine 04730

The HBMI practices Indian Preference to qualified Native Americans in accordance with Public Law 93-638 and is an Equal Opportunity/At-Will Employer.