

**HOULTON BAND OF MALISEET INDIANS**  
**Job Description**

**Club Staff Member / Program Aide**

**STATUS:** Part Time- 24 hours

**SALARY SCALE:** \$14.15-\$17.79

**SUPERVISED BY:** Boys & Girls Club Unit Director

**ROLE:** The Club Staff Member serves as a positive role model for Native youth and provides leadership, guidance, educational services, cultural and recreational activities to the children of the Maliseet Community. The person in this role is responsible for the safety and well-being of all children attending the Maliseet Boys & Girls Club.

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**POSITION RESPONSIBILITIES:**

1. Conduct outreach to recruit youth for the Maliseet Boys & Girls Club.
2. Verify program eligibility, obtain registration forms, consent forms, and photo release forms for all youth who are eligible to attend Maliseet Boys & Girls Club.
3. Responsible for the safety of Boys & Girls Club Members
4. Impose adherence to all Boys & Girls Club Program Policies and Procedures
5. Assist in development of monthly calendars that deliver daily cultural and educational activities that help children to establish and achieve healthy goals.
6. Deliver a program that builds pride and fosters children's interest in their cultural heritage.
7. Maintain a clean, safe environment in an effort to demonstrate basic life skills to participating youth
8. Complete daily maintenance checks on youth vehicles and building. Report any maintenance and repair issues with the building or vehicles to immediate supervisor
9. Build partnerships and provide activities in conjunction with other programs such as Maliseet Health Department, Wabanaki Public Health, Maliseet Education Department, Elder Program, RSU#29, etc.
10. Plan and supervise youth fundraising events to support program expenses.
11. Shop once a week for food and supplies to run the program.
12. Provide Transportation for the Tribal Youth to and from activities and trips.
13. Assist in development of monthly menus that provide nutritional snacks and meals for children attending the program.

14. Track program data with daily sign in sheets and document activities.
15. Accompany and supervise children on planned outings and field trips
16. Attend all mandatory trainings per HBMI employee policies.
17. Must be able to work a flexible schedule and willingness to change schedule during school breaks.
18. Must comply with mandated reporting requirements of the State of Maine
19. Other job related responsibilities as assigned by the Unit Director
20. Participate in Health Insurance Portability and Accountability Act (HIPAA) Training as required by HBMI Policy and maintain HIPAA Compliance in performance of position function.
21. Responsible for keeping First Aid & CPR certification current.

**MINIMUM QUALIFICATIONS:**

- High School Diploma or GED.
- Must be at least 18 years of age.
- Ability and willingness to comply with all applicable State and Federal laws and regulations.
- Ability to provide safe and compassionate services.
- Must possess a clean, 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 community.
- Consent and ability to successfully pass a State and Federal criminal background check.
- Consent and ability to successfully pass a Department of Human Services background check.
- Consent to a Department of Motor Vehicle background check
- Consent and ability to successfully pass a urine drug screen
- First Aid and CPR Certified or must obtain within the probationary period.
- Non-smoker preferred – No smoking allowed when the 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 Requirements:**

**Physical Abilities**

|          |   |          |   |   |
|----------|---|----------|---|---|
| Bending  | F | Sitting  | O | <i>N (Not Applicable)</i>                   |
| Carrying | F | Standing | F | <i>O (Occasionally) up to 2 hours a day</i> |
| Driving  | F | Talking  | F | <i>F (Frequently) 2-6 hours a day</i>       |
| Handling | F | Walking  | F | <i>C (Constantly) over six hours a day</i>  |

Hearing F Lift/Carry  
Keyboarding F 50 lbs. or less O  
Kneeling F Push/Pull  
Reaching F 50 lbs. or less O

For a complete job description and to download an application please visit our website at [maliseets.net](http://maliseets.net). Applications are available at the front desk of the Administration Building or by mail or email. If you would like an application or further information on the job description please contact the Human Resources Coordinator 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 HBMI.

Applications will be accepted until close of business on March 7, 2024  
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 Employer. Preference will be given to in house transfer candidates.**