

Houlton Band of Maliseet Indians
JOB DESCRIPTION

**Summer Boys and Girls Club Program Aid
(June 24th to August 15th)
3 Positions Available**

Status: Temporary Part time
Supervisor: Unit/Youth Director
Pay Range: \$14.15-17.79

Role: A Summer Boys & Girls Club Youth Worker will work to achieve emotional wellness for community youth. He/she will work with Program staff to provide a structured support environment, providing opportunities and activities for youth to participate in during the summer months. He/she will meet all training requirements established by the Houlton Band of Maliseet Indians and Boys & Girls Clubs of Border Towns.

POSITION RESPONSIBILITIES:

- ❖ Responsible for a group of children helping each child adjust and grow with other children within the program guidelines.
- ❖ Work with youth to set and achieve goals. Offering encouragement and recommendations on how to reach certain goals.
- ❖ Coordinate and implement summer program activities.
- ❖ Follow all program procedures and guidelines of the Houlton Band of Maliseet Indians and Boys & Girls Clubs of Border Towns.
- ❖ Implement Evidence Based Curriculum adapted for Native Youth.
- ❖ Leads by example and directions, expressing importance of: a) core values, respect, responsibility, caring and honesty, b) student safety, and c) enthusiastic fulfillment of program objectives.
- ❖ Ability to communicate and work with groups participating (age and skill level), and provide necessary instruction to children.
- ❖ Guide any member with behavior, attitude, or emotional problems, referring any serious problems.
- ❖ Perform other duties as assigned by the Director.

MINIMUM QUALIFICATIONS

- ❖ Applicants must have a minimum of a high school diploma with one or more years working with children in a structured setting.
- ❖ Leadership skills and an understanding of group dynamic
- ❖ Knowledge of youth development
- ❖ Computer skills- ie email, Word, Excel
- ❖ Ability to relate to children and youth and ability to maintain good relationships with parents and the community.
- ❖ Strong communication skills, both verbal and written.
- ❖ Demonstrated ability to organize, direct, and coordinate activities and programs for youth.

- ❖ A valid driver license and a clean driving record is required.
- ❖ Must be able to pass state and federal background checks, urine drug screen, and department of health and human services background check.

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	<u>Lift/Carry</u>		
Keyboarding	F	50 lbs. or less	O	
Kneeling	F	<u>Push/Pull</u>		
Reaching	F	50 lbs. or less	O	

Complete job description, listing duties and qualifications and HBMI applications are available for download at our website: maliseets.net. An application is available at the front desk of the Administration Building or have one mailed or emailed to you by contacting the receptionist at the Tribal Administration Office at 532-4273 or e-mail hr@maliseets.com

Applications will be accepted until close of business on April 16, 2024.

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.