

HOULTON BAND OF MALISEET INDIANS
Job Description

Club Staff Member/Program Aide

STATUS: Part Time- 24 hours

SALARY SCALE: \$15.10-17.79

SUPERVISED BY: Boys & Girls Club Assistant 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 and surrounding Community. The person in this role is responsible for the safety and well-being of all children attending the Maliseet Boys & Girls Club.

POSITION RESPONSIBILITIES:

1. Build positive relationships with youth by being present, engaged, consistent and supportive during daily Club programming. Focus on creating safe, welcoming environment where youth feel respected, included, and comfortable seeking guidance from staff.
2. Great and support youth as they arrive and participate in Club activities, helping them transition into programming, connect with peers, and engage in structured and unstructured activities in a positive way.
3. Responsible for the safety of Boys & Girls Club Members
4. Enforce compliance 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, confidence and sense of community as well as fosters children's interest in their cultural heritage.
7. Maintain a clean, safe environment for all 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. Assist and supervise youth fundraising events to support program expenses.
11. Shop occasionally for food and supplies to run the program.
12. Provide Transportation for the Club 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 online attendance programs 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 or Assistant 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. Training will be provided.

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 a safe, patient, and compassionate environment for the youth.
- 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. Training will be provided.
- Must maintain a smoke-free and vape-free environment while on HBMI property and while supervising youth. Employees are expected to model healthy behaviors and ensure the safety and well-being of all Club Members.

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	<u>Push/Pull</u>
Reaching	F	50 lbs. or less O

Applications are available to download at our website maliseets.net, 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. **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 August 3rd, 2026

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.