HOULTON BAND OF MALISEET INDIANS
Job Description

Boys and Girls Club Staff Member/Program Aide

STATUS: Full Time- 40 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.

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.

Application 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 If you fail the Alcohol or Drug testing any offer of employment will be withdrawn by HBMI.**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 a close of business on November 10th, 2026

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.