



**JOB ANNOUNCEMENT:**

The Penobscot Nation is seeking applicants for the following position:

**OPENING DATE: March 31, 2021**

**CLOSING DATE: Until filled**

**YOUTH PROGRAM AID ON-CALL**

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**JOB STATUS:**

Youth Program Aid On-call  
Career Field: Program Staff  
Pay Range: \$12.15  
Classification: On-call/Fill-in

**LOCATION:**

Penobscot Nation  
Social Services  
Indian Island, ME 04468

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**BRIEF DESCRIPTION OF DUTIES:**

**SEE ATTACHED JOB DESCRIPTION**

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**QUALIFICATIONS REQUIRED:** Previous experience working with youth preferred. First Aid preferred. Experience or the ability to coordinate and carry out youth activities preferred. Background check, criminal record check, and fingerprinting required. General knowledge or willing to gain knowledge in areas, such as Youth development, suicide prevention, substance abuse and the impact on families, child abuse/neglect, domestic violence/family violence, prevention programming and any other Youth related issues. Must be 16 years of age or older. Must have successful Tb test result. Must successfully pass pre-employment screenings as stated in the Penobscot Nation Policies and Procedures. Native American Preference will be adhered to in accordance with the Penobscot Nation Personnel Policies and Procedures.

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**NOTE ABOUT ON-CALL/FILL-INS:** These positions are utilized on an as-needed basis only, per the Personnel Policies and Procedures. On-call/fill-in workers do not maintain regular, continuous or guaranteed work. All on-call/fill-in workers will only maintain availability for work at a maximum of 6 months, or 1000 hours, whichever is first.

*Per policies and procedures, candidate must successfully go through the pre-employment drug screen and background check before beginning work for the Penobscot Nation.*

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**HOW TO APPLY:**

- Applications are available at the Human Resources office or apply online at [www.penobscotnation.org/departments/human-resources/employment-applications](http://www.penobscotnation.org/departments/human-resources/employment-applications)
- Submit completed applications and resume along with certifications to [Human.Resources@penobscotnation.org](mailto:Human.Resources@penobscotnation.org) or submit physical copies to the Penobscot Nation Human Resources Department – 27 Wabanaki Way, Indian Island, ME 0446
- For further information, call 817-7343 or email at [human.resources@penobscotnation.org](mailto:human.resources@penobscotnation.org)

## **JOB DESCRIPTION**

### **JOB SUMMARY:**

The Youth Program Aid is responsible for assisting the Youth Program Lead in the development and implementation of programs that address the emotional, social, cognitive and behavioral development of youth. Programs can include: sports, cultural activities, nature activities, prevention skills, and educational activities. The Youth Program Aid will provide activities in a clean safe environment and promote a healthy lifestyle, serving as a positive role model. The Youth Program Aid will also be assisting the Lead in maintaining attendance records, reporting any issues to the Program Lead and carrying out programs. All youth program employees are mandated reporters.

### **ESSENTIAL DUTIES/RESPONSIBILITIES**

- Assist in the development, scheduling and implementation of age appropriate youth activities effectively and safely on a daily basis.
- Be actively involved and engaged in activities.
- Be able to work with special needs youth and follow behavioral guide created for youth.
- Assist in coordinating and planning field trips.
- Complete incident/accident report and notify Lead to report to parent.
- Be able to communicate appropriately and effectively with youth, parents and community.
- Monitor the use of equipment, facilities and report any safety issues that need to be addressed to Youth Program Lead.
- To collaborate when appropriate and necessary with other tribal departments as well as other tribes.
- To assist in carrying out youth/community needs assessments and program satisfaction surveys.
- Performs other related tasks, as requested.

***Pre-employment physical will be conducted in accordance with the Penobscot Nation Personnel Policies and Procedures. Native American preference will be adhered to in accordance with the Penobscot Nation Personnel Policies and Procedures***

***External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on an individual basis upon request***