

FACILITY ATTENDANT

Temporary, On-Call position, non-exempt position

ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED BY THE CLOSING DATE OR THE APPLICANT WILL NOT BE CONSIDERED FOR EMPLOYMENT

- Completed Keweenaw Bay Indian Community application
- Current Resume'
- Personal Statement
- Copy of valid Michigan Drivers License or Chauffer License
- Documentation of CPR and First Aid certification, if applicable
- Documentation of personal fitness training certification, if applicable
- Must provide a satisfactory Child Abuse/Neglect Central Registry clearance from the Michigan Department of Human Services
- Minimum of three (3) Letters of Recommendation
- If you are American Indian, you must attach a copy of tribal enrollment or proof of descendency
- If you are a Veteran, you must attach a copy of your DD214

Keweenaw Bay Indian Community
Personnel Department
16429 Beartown Road
Baraga, MI 49908
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Distribution Date: March 11, 2015

Closing Date: Open Continuous

POSITION ANNOUNCEMENT

POSITION:

FACILITY ATTENDANT

Temporary, On-Call position, non-exempt position

LOCATION:

Niiwin Akeaa Community Center
Baraga, Michigan

SUPERVISORY CONTROL:

Niiwin Akeaa Programs Director

SALARY:

Grade 3 w/o Certification (minimum starting wage = \$9.80/hour)
Grade 4 w/ Certification (minimum starting wage = \$11.47/hour)

QUALIFICATIONS:

- Must have a high school diploma or GED.
- Must be at least 21 years of age.
- Must have a valid Michigan Drivers License, good driving record, be insurable to operate tribal fleet vehicles, and must obtain a Chauffer license within six (6) weeks of hire.
- Must be personal fitness training certified, or must obtain a certification of personal fitness training from an accredited organization within 90 days from date of hire.
- Must be CPR and First Aid certified, or must obtain within 90 days from date of hire.
- Must be willing to work evenings and weekends.
- Must be able to lift up to 50 pounds unassisted.
- Must be able to obtain a satisfactory clearance in accordance with the Indian Child Protection and Family Violence Prevention Act Background Investigations Policy.
- Employment is contingent upon the satisfactory result of a Security Background Check, pre-employment drug testing and pre-employment physical.

INDIAN PREFERENCE:

Preference will be given to qualified individuals of American Indian descent.

VETERAN PREFERENCE:

Preference will also be given to Veterans (need DD214).

DUTIES AND RESPONSIBILITIES:

Assists patrons of the Fitness facility with use of fitness equipment.

Supervise and/or participate with children during Day Camp/After School Program. Assists with snack times.

Develop and plan activities for children for Day Camp/After School Program.

Notifies youth for upcoming events and activities.

Notifies appropriate individuals for volunteer opportunities.

Makes reservations for use of facilities.

Settles disputes between groups or individuals regarding use of facilities.

Coordinates use of facilities to prevent interference.

Collects fees. Secures fees per established procedure.

Informs individuals of rules concerning dress, conduct, use of equipment and enforces rules or ejects unruly individuals or unauthorized persons as necessary.

Renders first aid to injured or stricken individuals.

Patrols facilities to detect damage to facilities and reports damages to appropriate authority.

Assists in cleaning facility when needed.

Arranges chairs, tables, and sporting or exercise equipment in designated rooms or other areas for scheduled group activities such as banquets, meetings, sporting events, etc.

Welcomes visitors and answers incoming telephone calls.

Notifies patrons of activity schedules and registration requirements.

Monitors spectators and participants at events to ensure orderly conduct.

Receives, stores, and issues all recreational equipment and supplies.

Keep attendance records or scores at sporting events, operates audiovisual equipment and monitors activities.

Is bound by mandatory reporting requirements as determined by Tribal, State, and Federal Law.

Must work in a cooperative spirit with tribal and local resources to best meet the needs of the children and families.

Must serve as a positive role model for staff, community, families, and children.

Other duties as assigned by supervisor.

This position announcement summary is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level difficulty.

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