

KEWEENAW BAY INDIAN COMMUNITY

Keweenaw Bay Tribal Center
16429 Beartown Road
Baraga, Michigan 49908
Phone (906) 353-6623
Fax (906) 353-7540

2018 TRIBAL COUNCIL

WARREN C. SWARTZ, JR., President
JENNIFER MISEGAN, Vice President
SUSAN J. LAFERNIER, Secretary
TONI J. MINTON, Assistant Secretary
DOREEN G. BLAKER, Treasurer

ROBERT "R.D." CURTIS, JR.
FRED DAKOTA
RANDALL R. HAATAJA
MICHAEL F. LAFERNIER, SR.
GARY F. LOONSFOOT, JR.
RODNEY LOONSFOOT
ELIZABETH D. MAYO

FACILITY ATTENDANT

Part-time (up to 37 hrs/week), 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
 - Copy of valid state Driver's License or Chauffer License
 - Copy of High School Diploma/GED/Certificate of Completion
- OR**
- If you are a KBIC member working towards obtaining your GED, you must provide verification
 - Must provide a satisfactory Child Abuse/Neglect Central Registry clearance from the Michigan Department of Health & Human Services
 - Documentation of CPR and First Aid certification, if applicable
 - Documentation of personal fitness training certification, if applicable
 - 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, Michigan 49908
906-353-6623, ext. 4176
Fax: 906-353-8068
Email: personnel@kbic-nsn.gov

Distribution Date: June 11, 2018

Closing Date: June 25, 2018 at 4:00 pm

LAKE SUPERIOR BAND OF CHIPPEWA INDIANS

"Home of the Midnight Two-Step Championship"

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POSITION ANNOUNCEMENT

POSITION:

FACILITY ATTENDANT

Part-time (up to 37 hrs/week), 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 High School Diploma, GED, or Certificate of Completion.
 - This qualification may be waived for individuals 62 years of age or older who meet the remainder of the qualifications listed below.
 - This qualification may also be waived for KBIC members working toward obtaining their GED who meet the remainder of the qualifications listed below. (Applicants must obtain their GED within one year of hire and progress reports must be provided quarterly to the Department Director and Personnel Director).
- Must be at least 21 years of age.
- Must have a valid and unrestricted state Driver's License and be insurable to operate fleet vehicles. 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 who do not have a bad conduct or dishonorable discharges (need DD214).

DUTIES AND RESPONSIBILITIES:

1. Assists patrons of the Fitness facility with use of fitness equipment.
2. Supervise and/or participate with children during Day Camp/After School Program. Assists with snack times.
3. Develop and plan activities for children for Day Camp/After School Program.
4. Notifies youth for upcoming events and activities.
5. Notifies appropriate individuals for volunteer opportunities.
6. Makes reservations for use of facilities.
7. Settles disputes between groups or individuals regarding use of facilities.
8. Coordinates use of facilities to prevent interference.
9. Collects fees. Secures fees per established procedure.
10. Informs individuals of rules concerning dress, conduct, use of equipment and enforces rules or ejects unruly individuals or unauthorized persons as necessary.
11. Renders first aid to injured or stricken individuals.
12. Patrols facilities to detect damage to facilities and reports damages to appropriate authority.
13. Assists in cleaning facility when needed.
14. 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.
15. Welcomes visitors and answers incoming telephone calls.
16. Notifies patrons of activity schedules and registration requirements.
17. Monitors spectators and participants at events to ensure orderly conduct.
18. Receives, stores, and issues all recreational equipment and supplies.
19. Keep attendance records or scores at sporting events, operates audiovisual equipment and monitors activities.
20. Must be trained on and is bound by mandatory reporting requirements as determined by Tribal, State, and Federal Law.
21. Must work in a cooperative spirit with tribal and local resources to best meet the needs of the children and families.
22. Must serve as a positive role model for staff, community, families, and children.
23. 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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