

KEWEENAW BAY INDIAN COMMUNITY

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

2026 TRIBAL COUNCIL

EVERETT EKDAHL, JR., President
TONY LOONSFOOT, Vice President
ELIZABETH "LIZ" JULIO, Secretary
TONI J. MINTON, Assistant Secretary
DALE F. GOODREAU, Treasurer

THEODORE "AUSTIN" AYRES
DOREEN G. BLAKER
ROBERT "R.D." CURTIS, JR.
SUE ELLEN "SUZIE" ELMBLAD
RODNEY LOONSFOOT
SAM LOONSFOOT
MATHEW SHALIFOE, JR.

YOUTH/FITNESS WORKER

One (1) Full-time, 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 Chauffeur 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 school-aged children and/or 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. 4140 or 4176
Fax: 906-353-8068
Email: personnel@kbic-nsn.gov

Keweenaw Bay Indian Community does not discriminate based on race, color, national origin, sex, religion, or age in employment. However, individuals of Indian Ancestry and Veterans will be given preference by law.

LAKE SUPERIOR BAND OF CHIPPEWA INDIANS

"Home of the Midnight Two-Step Championship"

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POSITION ANNOUNCEMENT

POSITION:

YOUTH/FITNESS WORKER

One (1) Full-time, Non-exempt position
(Regular Schedule: Wednesday – Sunday; Noon – 8:30 pm)

LOCATION:

Niiwin Akeaa Community Center
111 Beartown Road
Baraga, Michigan

SUPERVISORY CONTROL:

Niiwin Akeaa Programs Director

SALARY:

Grade 3 w/o Certification (minimum starting wage = \$15.00/hour)
Grade 4 w/ Certification (minimum starting wage = \$16.47/hour)

QUALIFICATIONS:

- Must have a High School Diploma, GED, or Certificate of Completion.
 - This qualification may be waived for individuals 55 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 have a valid, unrestricted Driver's License and be insurable to operate KBIC fleet vehicles. Must obtain a Chauffeur license within six (6) weeks of hire.
- Must have at least one year of experience working with children in grades K-12.
- Must be at least 21 years of age.
- Previous training or certification for personal fitness training preferred. Will be required to obtain specialized training and certification related to personal fitness from an accredited organization within the time frame set forth by the supervisor.
- Must be certified to work with school-aged children, or must obtain a certification from an accredited organization within 90 days of the hire date in order to move to grade 4.
- Must be CPR and First Aid certified, or must obtain within 90 days from the hire date.
- Must be dependable.
- Must be willing to work evenings and weekends.

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- Must be able to lift 50 pounds unassisted.
- Must be able to travel as required.
- Ability to maintain strict confidentiality.
- Must be proficient with computers.
- Have the ability to learn basic accounting and prepare daily deposits.
- Must be detail-oriented.
- Must be able to obtain a satisfactory clearance under 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 bad conduct or dishonorable discharges (need DD214).

DUTIES AND RESPONSIBILITIES:

1. Assists patrons of the fitness facility with the use of fitness equipment.
2. Enters patrons in the gym membership computer program.
3. Supervise and participate with children during the Day Camp/After School Program. Assists with snack times.
4. Develop and plan activities for children for the Day Camp/After School Program/No-School Activity days, as needed.
5. Notifies youth of upcoming events and activities.
6. Notifies appropriate individuals of volunteer opportunities.
7. Make reservations for the use of facilities.
8. Settles disputes between groups or individuals regarding the use of facilities.
9. Coordinates the use of facilities to prevent interference.
10. Collects fees. Secures fees per established procedure.
11. Informs individuals of rules concerning dress, conduct, and use of the equipment, and enforces rules or ejects unruly individuals or unauthorized persons as necessary.
12. Renders first aid to injured or stricken individuals.
13. Patrol facilities to detect damage to facilities and report damage to the appropriate authorities.
14. Assists in cleaning the facility when needed.

15. Arrange chairs, tables, and sporting or exercise equipment in designated rooms or other areas for scheduled group activities such as banquets, meetings, sporting events, etc.
16. Welcomes visitors and answers incoming telephone calls.
17. Notifies patrons of activity schedules and registration requirements.
18. Monitors spectators and participants at events to ensure orderly conduct.
19. Receives, stores, and issues all recreational equipment and supplies.
20. Keep attendance records or scores at sporting events, operate audiovisual equipment, and monitor activities.
21. Must be trained on and is bound by mandatory reporting requirements as determined by Tribal, State, and Federal Law.
22. Must work in a cooperative spirit with tribal and local resources to best meet the needs of the children and families.
23. Must serve as a positive role model for staff, community, families, and children.
24. Other duties as assigned by the supervisor.

This position announcement summary is intended to indicate the kinds of tasks that 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 a similar kind or level of difficulty.

Distribution Date: February 23, 2026

Closing Date: March 10, 2026 at 4:00 pm

TERO Approval: <u>Debra Picciano</u> Reviewed for barriers only. Date: <u>2 / 23 / 26</u>
