

KEWEENAW BAY INDIAN COMMUNITY

2026 TRIBAL COUNCIL

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

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

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

SUMMER DAY CAMP WORKER

Three (3) Full-time, temporary, non-exempt positions (not to exceed 8 weeks)

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, unrestricted Michigan driver's license
- Copy of High School Diploma, GED, or High School Certificate of Completion

OR

- If you are a KBIC member working towards obtaining your GED, you must provide verification
- Copy of CPR/ First Aid Certification, if applicable
- Must provide a satisfactory Child Abuse/Neglect Central Registry clearance from the Michigan Department of Human Services
- 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
906-353-6623, ext. 4176 & 4175
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

THEODORE "AUSTIN" AYRES
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POSITION: **SUMMER DAY CAMP WORKER**
Three (3) Full-time, Temporary, Non-exempt positions
(Not to exceed 8 weeks – **Off week of June 30th**)

LOCATION: Niiwin Akeea Community Center
111 Beartown Road
Baraga, MI 49908

SALARY: Grade 3 (minimum wage = \$15.00/hour)

SUPERVISORY CONTROL: Niiwin Akeea Programs Director

SUMMARY: Assist with the activities of youth participating in the Summer Day Camp Program. Some administrative paperwork and reporting, scheduling, mentoring, and transporting of youth are required.

QUALIFICATIONS:

- Must have a High School Diploma, GED, or Certificate of Completion.
 - This qualification may be waived for individuals 55 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.
- Must be at least 18 years of age. **Please note:** this age is **not permitted** to drive during work hours. You must be at least 21 years old, possess a valid unrestricted driver's license, have a good driving record, and be insurable to operate a KBIC fleet vehicle or personal vehicle during work hours. These driving requirements are set by our insurance carrier for coverage. A chauffeur's license is preferred.
- Previous experience working with youth, preferred.
- Knowledge of Ojibwa culture preferred.
- Must be willing to work occasional evenings and weekends.
- Must maintain strict confidentiality.
- Must be CPR and First Aid certified or become certified within two weeks of hire.
- Travel to field trip destinations will be required.
- Must have the ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Must have the ability to write routine reports and correspondence.
- Must have the ability to speak before groups of youth, with parents and employees of the organization.
- Must be able to obtain a satisfactory clearance in accordance with the Indian Child Protection and Family Violence Prevention Act Background Investigations Policy.

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- Employment is contingent upon the satisfactory result of a Security Background Check, pre-employment drug testing, and a pre-employment physical.

INDIAN PREFERENCE:

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

VETERAN PREFERENCE:

Preference will also be given to qualified Veterans who do not have bad conduct or dishonorable discharges (need DD214).


DUTIES AND RESPONSIBILITIES:

1. Assists Niiwin Akeaa, Programs Director in providing appropriate childhood education experiences for children in art, music, literature, and play.
2. Assists in the upkeep and cleaning of the Niiwin Akeaa Community Center and all equipment and materials.
3. Maintains prompt hours; notify Niiwin Akeaa Programs Director in the event of illness or upcoming absence (ahead of time).
4. Works with all other Niiwin Akeaa staff members cooperatively.
5. Attends all training as designated by the Niiwin Akeaa Programs Director.
6. Bound by Mandatory Reporting requirements as determined by Tribal, State, and Federal Law.
7. Must work in a cooperative spirit with tribal and local resources to best meet the needs of the children and families.
8. Must serve as a positive role model for staff, community, families, and children.
9. Initiates or suggests plans to motivate day camp participants to achieve goals.
10. Maintains daily activity logs of youth behaviors/activities/incidents and submits weekly.
11. Responsible for completion of administrative paperwork and reporting, disciplining, and transporting youth.
12. Responsible for the completion of purchase requests and the timely submission of receipts.
13. Assures drinking water is readily available for all-day camp participants daily.
14. Assures First-Aid material is readily available at all times. Responsible for reporting all minor/major accidents and administering First Aid as needed.
15. Inspects equipment at the beginning and end of each day for damages and/or repair.
16. Will be required to attend culture camp held at Camp Nesbit and assist in all aspects of camp.
17. Must keep close supervision of Summer Camp Attendees.
18. 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 a similar kind or level of difficulty.

Distribution Date: April 13, 2026

Closing Date: May 8, 2026 at 4:00 pm or until filled

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| TERO Approved:  Reviewed for Barriers Only! Date: <u>4.13.2026</u> |
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