

Wabanung Campus
770 N. Main St
L'Anse, MI 49946
Phone: (906) 524-8400
(906) 524-8420



Arts & Agriculture Center
15211 Pelkie Rd
Pelkie, MI 49958
Phone: (906) 524-8903 Fax:
Fax: (906) 524-8420

KBOCC Mission Statement: *As a tribal land grant institution, Keweenaw Bay Ojibwa Community College supports and uplifts all learners to achieve their goals through holistic education, while promoting Anishinaabe culture, language, and lifeways.*

OELC Childcare Provider

1 Full-time, non-exempt position

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

- ☐ Complete Keweenaw Bay Ojibwa Community College Application
- ☐ Copy of High School Diploma, GED, or High School Certification of Completion
- ☐ Copy of CDA, if applicable
- ☐ Copy of CPR and First Aid Certifications, if applicable
- ☐ Copy of Driver's License
- ☐ 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

Job Closing Date: Internal 6/18/2025 @ 4:00p.m.

KBOCC Human Resource Office
770 N. Main St, L'Anse, MI 49946
Phone: 906-524-8402
OR email hr@kbocc.edu with all documentation

Official KBOCC applications on our website:
<http://www.kbocc.edu/employment/>

Keweenaw Bay Ojibwa Community College 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.

Wabanung Campus
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KBOCC Mission Statement: *Formed out of our American Indian identity, the mission of the Keweenaw Bay Ojibwa Community College is to provide post-secondary education rich in Ojibwa culture, tradition, and beliefs that supports lifelong learning.*

JOB DESCRIPTION

POSITION: Childcare Provider (Full-time)

DEPARTMENT: Ojibwa Early Learning Center (OELC)

SUPERVISORY CONTROL: OELC Childcare Coordinator

SALARY: \$15.00/hour without CDA
\$17.46 with CDA

LOCATION: OELC Childcare Center
615 N. Main St., L'Anse, MI 49946

SUMMARY:

This position is responsible for assisting the OELC Childcare Coordinator in the daily operations of the OELC to include child supervision, wellbeing, and development.

MINIMUM QUALIFICATIONS:

- Must possess a High School diploma or GED.
- A combination of six months of education/training and/or childcare experience.
- CPR and first aid certifications preferred; must obtain within three months of hire.
- CDA completion will be required within 16 months of start date.
- Must be able to lift 50 lbs., bend at the waist, and stand for long periods of time.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist the Childcare Coordinator in providing appropriate childcare services and activities for children in art, music, literature, culture, and play.
- Assist in promoting the healthy emotional, physical, intellectual, and social development of each child.
- Assist in the upkeep and cleanliness of the center to include equipment and materials.
- Help children establish good habits in nutrition, table manners, toileting, and cleanliness.
- Maintain a neat and professional appearance.
- Uphold expected work attendance.
- Work with other staff members in a professional and cooperative manner.
- Complete all annual training and professional development hours as required by Michigan and Federal Laws.

- Attend training events as directed.
- Pursued Child Development Associate Certification and CPR/first aid certification.
- Other duties as assigned by supervisor.

PRE-EMPLOYMENT TEST:

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

Minimum standards of character: Must not have been found guilty of, or entered a plea of nolo contendere or guilty to, any felonious offense or 2 or more misdemeanor offenses involving (under federal, state, or tribal law; violations from other states will be interpreted according to the Michigan Penal Code):

- Crimes of violence
- Sexual assault
- Exploitation
- Contact with or prostitution
- Crimes against persons
- Offenses committed against children
- Child abuse or neglect
- Molestation

INDIAN PREFERENCE:

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

VETERAN PREFERENCE:

Preference will be given to qualified veterans (DD214 required).

APPLICATION PROCEDURE: Submit an official KBOCC application, cover letter, resume, three current letters of reference, and official transcripts/certifications to:

Keweenaw Bay Ojibwa Community College
Attn: Human Resources
770 N. Main St.
L'Anse, MI 49946

Or email to: hr@kbocc.com

Closing Date: Internal June 27, 2025 @ 4:00 p.m.

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.