

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.*

EVENING Childcare Provider – Ojibwa Early Learning Center

1 Part-time, Non-exempt

*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
- ☐ Three Current Letters of Recommendation
- ☐ Resume
- ☐ Cover Letter
- ☐ Copy of Unofficial College transcripts
- ☐ Copy of Driver's License
- ☐ If you are Native American/Indigenous, you must attach a copy of Tribal enrollment or proof of descendency
- ☐ If you are a Veteran, you must attach a copy of your DD21

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.

JOB DESCRIPTION

POSITION: EVENING Childcare Provider (Part-Time)

LOCATION: Ojibwa Early Learning Center

SUPERVISORY CONTROL: Ojibwa Early Learning Center Coordinator

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

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.
- Must maintain strict confidentiality.
- Valid Michigan Driver's license, good driving record, reliable vehicle, and vehicle insurance.
- Possesses 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 two or more misdemeanor offenses (under Federal, State, or Tribal law; violations from other states will be interpreted according to the Michigan Penal Code) involving the following:

Crimes of violence
Sexual Assault
Molestation
Exploitation

Contact with or prostitution
Crimes against people
Offenses committed against children
Child abuse or neglect

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 all other required trainings and events as directed by the supervisor.
- Perform other duties as assigned by the supervisor.

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

INDIAN PREFERENCE: Preference will be given to qualified individuals of Native American/ Indigenous descent.

VETERAN PREFERENCE: Preference will be given to veterans (need DD214).

DEADLINE TO APPLY: Remains open until filled.

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.

APPLICATION PROCEDURE: Submit an official KBOCC application, and all documentation required on the cover page of job description to:

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Phone: 906-524-8402

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Email: hr@kbocc.edu with all documentation

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