

**Wabanung Campus**  
770 N. Main St  
L'Anse, MI 49946  
Phone: (906) 524-8400  
Fax: (906) 524-8106



**Arts & Agriculture Center**  
15211 Pelkie Rd  
Pelkie, MI 49958  
Phone: (906) 524-8400  
Fax: (906) 524-8106

***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.

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## **JOB DESCRIPTION**

**POSITION:** Childcare Provider (Part-time)

**DEPARTMENT:** Ojibwa Early Learning Center (OELC)

**SUPERVISORY CONTROL:** OELC Childcare Coordinator

**SALARY:** \$15.00 per hour (without CDA)  
\$16.47 per hour (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.
- Pursue 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 via email to: [hr@kbocc.com](mailto:hr@kbocc.com)

**Closing Date: Advertised 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*