

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



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

JOB DESCRIPTION

POSITION: RGM Fitness Center Attendant

DEPARTMENT: Wellness (Federal Work Study)

SUPERVISORY CONTROL: Financial Aid Director

SALARY: \$15.00 per hour (up to 20 hours per week)

SUMMARY:

The RGM Fitness Center Attendant will gain the experience of organizing, maintaining, and creating materials used to enhance the Wellness programs.

QUALIFICATIONS:

- Currently enrolled as a KBOCC student
- Ability to understand and follow oral and written instructions and work cooperatively with a team
- Ability to maintain a positive attitude, patience, and a genuine interest in working with children
- Ability to lift 50 pounds unassisted
- Excellent communication skills preferred
- Reading comprehension and good interpersonal skills
- Microsoft Excel and Word proficiency preferred
- Ability to carefully and efficiently manage time and priorities
- Ability to maintain confidentiality

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
Molestation	Exploitation
Contact with or prostitution	Crimes against persons
Offenses committed against children	Child abuse or neglect

DUTIES AND RESPONSIBILITIES:

- Build complete autonomy of running the gym
- Practice, set up and maintain Covid-19 safety precautions
- Clerical and administrative support tasks including, but not limited to, file maintenance, data recording, and special projects that relate to wellness programming
- Creating and managing inventory used within wellness programs
- Preparing or creating flyers, brochures, and website with updated information on wellness programs
- Assist with wellness projects
- Advocate for community wellness programming and education
- Other duties as assigned

PRE-EMPLOYMENT TESTS:

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

INDIAN PREFERENCE:

Preference is given to qualified individuals of American Indian descent.

VETERAN PREFERENCE:

Preference is given to qualified veterans (DD214 required).

DEADLINE TO APPLY: 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 any applicable supporting documents (letters of reference, transcripts, etc.) to:

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

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