

BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

Job Title: Warming Shelter Volunteers

Department: Facilities/Maintenance

Hourly Rate: Stipend \$150.00/per Night 3Nights/Week

Exempt: No/Stipend

Supervisor: Facilities Manager

Posting Date: Public

Opens: November 22, 2021

Closes: Open Until Filled



Summary: This is a Paid Volunteer position to provide security for the Warming Shelter from Nov 1st – April 1st. The Warming Shelter will be located at the Community Center; operational hours will be 10 PM – 7 AM. The Paid Volunteer will fill in nights the Security worker is off duty. The Paid Volunteer will be responsible to open the doors at the Warming Shelter, registering any guests/clientele. Review the rules and have each guest/client sign an agreement to abide by the rules. The Security person will distribute cots/blankets to those individuals in need of sleeping and collect them each morning. Blankets will be washed and dried daily by Warming Shelter Staff.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Ensure the safety of the participants within the Warming Shelter.
- Maintain order and that all participants abide by the rules.
- Ability to work with people in poverty conditions.
- Ability to work and coordinate with other programs to maintain Warming Shelter.
- Maintain daily log and sign-in sheets of participants.
- Maintain and clean up the eating area.

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or ability required. Knowledge of the uniqueness of the Bad River Community. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Required:

Must be at least eighteen (18) years old.

High School Diploma or its equivalent is required.

Other Skills and Abilities:

Required:

Maintain daily log and sign-in sheets of participants.

Maintain and clean up the eating area.

Background Check:

This position is contingent on the required ability to pass a Bad River caregiver background check when working with children and/or the elderly.

Language Skills:

Ability to communicate effectively to participants. Oral communication is necessary to maintain the rules and regs of the Warming Shelter. The Paid Volunteer will work within the Bad River Tribe and the Ojibwe language will be utilized either spoken or written you will be expected to maintain the language as necessary.

Reasoning Ability:

Inductive reasoning may apply that requires social skills and the ability to interact with people

Physical Demands: The physical demands described here are representative of those that must meet by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be physically able to perform all job duties. Walking, standing, bending, stooping, and occasional lifting up to 25lbs and/or carrying for short distances.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position will be within the Bad River Community Center. The noise level may be low to quite.

Drug-Free Workplace in accordance with the Drug-Free Workplace Act of 1988, P.L. 100-690 and the Bad River Tribe's Employee Policy & Procedures Handbook. Indian Preference will be given in accordance with P.L. 93-638 and the Tribe's Preference Policy.

Send Application and Resume To:

Bad River Tribe

Attn: Human Resources

P.O. Box 39

Odanah, WI 54861

<http://www.badriver-nsn.gov/>

Application material may also be emailed to:

HRmanager@badriver-nsn.gov

HRassistant@Badriver-nsn.gov