

BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

Job Title: Warming Shelter Paid Volunteer

Department: Social & Family Services

Hourly Rate: \$150 stipend per shift

Exempt: Non-Exempt

Supervisor: Social & Family Services Director

Posting Date: Public

Accepting Applications Throughout the Season

Season: October 2024 – May 2025



Summary: This position is to provide security for the Warming Shelter during the cold season. The Warming Shelter is located at the Bad River Community Center; operational hours will be 7:00 p.m. to 7:00 a.m.; Monday through Sunday. This position will be responsible for opening the doors, registering guests, and obtaining completed documentation. The Paid Volunteer will also distribute cots, blankets, and linens to guests and collect them each morning. Also responsible for light housekeeping of areas and prepping linens for laundering.

Essential Duties and Responsibilities – To ensure the safety of Warming Shelter guests. Maintain order and that all guests abide by the rules. Ability to work with people in poverty conditions. Ability to work and coordinate with other programs to maintain Warming Shelters.

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 essential functions.

Other Skills and Abilities:

Required:

- Ensure the space is clean and safe for all overnight guests and staff.
- Must pay attention to detail and record shift activity in a daily log.
- Enforce the rules that will contribute to maintaining order throughout the shelter.
- Ability to respond to crisis(s) and keep calm while doing so.

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 with participants. Oral communication is necessary to maintain the rules 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 be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals

with disabilities to perform essential functions. Must be physically able to perform all job duties. Walking, standing, bending, stooping, and occasionally lifting to 20lbs 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 essential functions. This position will be within the Bad River Community Center. The noise level may be low to quiet.

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/>

Apply Online

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

Application material may also be emailed to:

HRmanager@badriver-nsn.gov

HRassistant@Badriver-nsn.gov