

Bay Mills Indian Community

Brimley, Michigan 49715

**Grand Traverse Band
of Ottawa & Chippewa Indians**

Suttons Bay, Michigan 49682

Hannahville Indian Community

Wilson, Michigan 49896

Saginaw Chippewa Indian Tribe

Mt. Pleasant, Michigan 48858

Little Traverse Bay

Bands of Odawa Indians

Harbor Springs, Michigan 49740

Notawaseppi Huron

Band of The Potawatomi

Fulton, Michigan 49502



Keweenaw Bay Indian Community

Baraga, Michigan 49908

**Lac Vieux Desert Band
of Lake Superior Chippewa**

Watersmeet, Michigan 49969

Sault Ste. Marie

Tribe of Chippewa Indians

Sault Ste. Marie, Michigan 49783

Pokagon Band of

Potawatomi Indians

Dowagiac, Michigan 49047

Match-E-Be-Nash-She-Wish

(Gun Lake Tribe)

Dorr, Michigan 49323

2956 Ashmun Street, Suite A, Sault Ste. Marie, Michigan 49783
Phone: (906) 632-6896 Main Fax: 906-632-1810

NOTIFICATION OF JOB OPENING

Open/closed competitive

Job Title:

Bus Driver (full-time/permanent: year round position)

Department:

Early Head Start

Location:

Lac Vieux Desert Child Development Center, Watersmeet MI

The Inter-Tribal Council of Michigan, Inc. is a state chartered 501 C3 non-profit organization consisting of eleven federally recognized Indian Tribes in Michigan. We offer a variety of services such as Child & Family, Educational, Employment, and Health Services. Full-time permanent positions receive fully sponsored group term life insurance, short and long-term disability, along with health insurance (BC/BS). We contribute 7% of your gross pay for a 401(K) Retirement plan. ITC also provides paid leave each year for 14 holidays, 3 personal days, minimum of 13 days vacation and 13 days sick for eligible employees/programs. Equal Opportunity Employer. Please visit our website at www.itcmi.org.

Job Summary:

Transport young children (ages 0 – 3) to and from their homes daily. Transport for any scheduled field trips. Complete the Vehicle Inspection Report daily. Responsible for the maintenance and upkeep of the bus. This will include, but not limited to: filling with gas, replenishing oil and windshield fluid, washing/waxing, vacuuming, washing windows, scheduling oil changes and tune-ups, as well as scheduling any repairs needed. Assists in the classroom when there is a lapse in bus duties during daily operations.

Job Specifications:

Commercial Driver's license (CDL) Class B required. We will assist the successful applicant with P/S endorsement if necessary. Must be at least 18 years of age. Must have good hearing and at least 20/40 vision in each eye, with or without glasses. Must be in good physical health as determined by a physician. Must have a good driving record with 6 points or less. Must be able to lift up to approximately 50 pounds. Pre-employment drug and alcohol test required. Preference given to qualified Native Americans.

Reply to: Send resume', credentials and verification of Native American status (if claiming preference) to:

Inter-Tribal Council of Michigan

Attn: Wendy Belleau

2956 Ashmun Suite A

Sault Ste. Marie, MI 49783

Phone: 906-632-6896 extension 109

Fax: 906-253-1893

Email: wendybp@itcmi.org

Date Posted:

05-18-17

Closing Date: Open til filled