

<p style="text-align: center;">Kickapoo Tribe In Kansas Senior Citizen's Program</p>

Title: Part-time Activity Director / Part-time Janitor

Position: Part-time (30 hours per week) No benefits.

Location: Senior Citizen Building

Supervised by: Director Seniors Citizen's Program

Summary of Janitor Duties:

- Under general supervision of the Director, the purpose of the position is to perform general janitorial and light maintenance work in the care of public building, and surrounding area.
- Sweeps, mops, and vacuums floor surfaces daily; spot cleans carpet areas; schedules floor work to ensure least possible disruption of work routines in building and offices.
- Wax and buff tiled floors twice monthly.
- Cleans and sanitize restroom areas and fixtures daily, and replenishes paper supplies and soap as necessary. Inform Director when supplies are needed.
- Clean windows, walls, wall ducts, woodwork, blinds and light fixtures.
- Cleans and wipe down tables and chairs daily.
- Performs related work as assigned.

Summary of Activities Director Duties:

This position shall ensure activities for the Elderly to achieve program objectives. The Coordinator will assist and utilize staff, volunteers, and Advisory Board Committee in participation of approved activities. The Coordinator will coordinate day-to-day activities; plan and participate in activities that are of interest to Elders; Order and maintain inventory of supplies; attend all staff meetings. The Coordinator will exhibit confidence and genuine interest in their work. The coordinator will perform all other duties as assigned by the Director.

Minimum Qualifications:

- High School Graduate or GED.
- Must be able to understand and carry out duties with little or no supervision.
- Possess physical ability to operate equipment necessary to accomplish assigned tasks.
- Ability to lift up to 20 lbs. when necessary.
- Prior work experience in this type of position preferred.
- Knowledge of Native American crafts preferred.
- Knowledge of Tribal customs preferred.

- Must have a pleasant personality and strong leadership skills.
- Must be dependable and courteous to all Elders at all times.
- Must have strong interpersonal communications skills and work as a team for the benefit of the Elders and program.
- Must have a valid Kansas Driver's License.

Privacy Act:

The Activities Coordinator/ Janitor must comply with all requirements and provisions of subpart D, of 43 CFR, Part 2, which implements the Privacy Act (5 USC 522a) (i) (l).

Drug-free Workplace Policy:

The Kickapoo Tribe in Kansas is committed to a drug-free work environment and requires all employees to participate in an employee drug testing program as a condition of employment.

Indian Preference Policy:

Preference in filling vacancies is given to qualified Indian candidates in accordance with Indian Preference Act of 1934 (Title 25, USC, Section 472). Verification must be submitted with the application if claiming Indian Preference. Consideration will be given to non-Indian application in the absence of qualified Indian Preference eligible.

Job Description: Part-time Activities Director / Part-time Janitor

Employee Signature

Date