



# Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

*'Working together as one to Preserve, Promote and Protect our Sche Lang en'*

## **JOB ANNOUNCEMENT**

**JOB TITLE:** Helper  
Paddle to Lummi

**OPEN:** July 9, 2019

**EXEMPT:** No

**SALARY:** \$15/hour

**SHIFT:** Days, Evenings, and Weekends

**LOCATION:** Tribal Administration Building

**DURATION:** Special Project

(Temporary not to exceed 90 days)

**CLOSES:** July 12, 2019

**JOB CODE:**

**DIVISION:** Policy

**DEPARTMENT:** Council Operations

**SUPERVISOR:** P2L Committee

**VACANCIES:** 100

**JOB SUMMARY:** The Paddle to Lummi Helpers will be delegated with tasks to facilitate and ensure the Paddle to Lummi Event runs smoothly with the proper control of people and vehicles.

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES** include the following, and other related duties as assigned.

1. Check in with the Paddle to Lummi Coordinator for your assigned location, schedule, and shift.
2. Attend the orientation to familiarize yourself with the layout.
3. Study to layout and maps to know exactly where everything is located.
4. Ensure proper flow and safety of people and vehicles.
5. Make sure you carry yourself in a way that represents the people of the Lummi Nation.
6. Employee may be required to use/operate a walkie-talkie radio or specialized telephone equipment.
7. Provide positive role modeling and be energetic, as well as enthusiastic for all Community members attending events.
8. Report all criminal activity that occurs within the specified events to Law and Order in a timely manner.
9. The Ability to display and demonstrate excellent judgment and common sense.
10. Have ability to effectively deal with difficult, abusive people in a positive and non-confrontational manner.
11. Maintain a professional appearance and demeanor.
12. Monitor and authorize entrance and departure of community members, visitors and other persons to guard against theft and maintain security of premises.
13. Keep entrances, exits, and fire lanes clear.
14. Other duties as assigned.

### **MINIMUM QUALIFICATIONS:**

- Must have reliable transportation.
- Lummi/Native American/Veteran preference policy applies.

**KNOWLEDGE, ABILITIES AND SKILLS:**

- Must have excellent interpersonal skills.
- Must be able to work for long periods of time while standing and walking.
- Able to work any shift, overtime and weekends if necessary.
- Be able to effectively work and function under stressful situations.
- Have the ability to adequately protect oneself from harm.
- Must be able to safely lift a minimum of 40 pounds.
- Ability to work safely, independently and with good judgment.
- Ability to work in a fast paced work/ school environment, with complete mobility.
- Interpret and enforce rules and regulations.

**REQUIREMENTS:**

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.

**TO APPLY:**

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/Website.php?PageID=376> or request by e-mail [libchr@lummi-nsn.gov](mailto:libchr@lummi-nsn.gov) For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.