



BAY MILLS COMMUNITY COLLEGE POSITION DESCRIPTION

Position:	Summer Agricultural Youth Worker
Department:	Waishkey Bay Farm
Wage:	\$9.45/hr
Term:	35 hours a week for 12 weeks (June – August)

Job Summary:

The Summer Agricultural Youth Worker is a **High School Student** who will assist with all aspects of sustainable agriculture activities at BMCC's Waishkey Bay Farm, including: livestock care; vegetable and hemp production; small fruit and tree fruit production; equipment cleaning and maintenance; property maintenance; program planning and facilitation; and honey production.

Essential Duties and Responsibilities:

- **Must be 16 or 17 years old**
- Ability to follow direction and work as a team member
- Good oral and written communication skills
- Basic computer skills and knowledge of Microsoft Office programs and completing Internet searches
- An interest in Agricultural, Biology or science-related field
- Learn all phases of sustainable agriculture activities
- An interest in learning new skills
- Must be willing to get dirty and spend time outdoors
- Must attend all mandatory trainings designated by the Human Resources Department and/or Department Directing
- Other duties may be assigned within the scope and complexity of this position's essential functions

Physical Requirements & Working Conditions:

This position may require working outdoors during adverse weather conditions. Fieldwork and/or office duties may require the employee to begin early in the morning, may work into the evenings, and some travel may be involved. Heavy lifting (> 100 pounds) will be required and the employee should be in good physical condition

To Apply:

Applications available at BMCC reception desk or visit the Human Resources Department, 2nd Floor of Administration Building or on-line at www.bmcc.edu.

Closing Date: June 4, 2019

Submit applications and tribal affiliation (if applicable) to swalden@bmcc.edu, kcarrick@bmcc.edu or in person at the Human Resources Office in the Administration Building.



BAY MILLS
Community College

12214 W. Lakeshore Dr. Brimley MI 49715
Hours: Mon-Fri 8-4:30pm | 1.906.248.3354

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required in said position

Positions applied for:			Date:
Full Legal Name:	Last Name	First Name	Middle Name
Maiden Name\Alias or other name(s) used in any and all other records of birth or records of residence:			
Address		City	State\Province Zip\Postal Code
Phone ()		How long have you resided in this state\province?	
Driver's License Number	State	Date of Birth	Social Security Number
Email Address:			
For Preference purposes, are you a member of a federally recognized Indian Tribe? Yes <input type="checkbox"/> No <input type="checkbox"/> Please circle one:			
1. Bay Mills Member 2. Spouse\Parent of a BM Member 3. Native American 4. Other			
May be required to provide documentation upon employment.			
Can you travel reliably to the job site?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Are you willing to attend job-related training?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Are you prevented from lawfully becoming employed in the USA because of visa or immigration status?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Can you perform the essential functions of the job for which you applied, with or without accommodations?		YES <input type="checkbox"/>	NO <input type="checkbox"/>

What is your availability for work:

Available for work:	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Number of Hours per day:							

EMPLOYMENT HISTORY

List former employers, beginning with the most recent:

Employer		Duties performed				
Address		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">From</td> <td style="width: 25%;">To</td> <td style="width: 50%;">Reason for leaving</td> </tr> </table>		From	To	Reason for leaving
From	To			Reason for leaving		
Phone #						
Job Title	Supervisor					

Employer		Duties performed				
Address		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">From</td> <td style="width: 25%;">To</td> <td style="width: 50%;">Reason for leaving</td> </tr> </table>		From	To	Reason for leaving
From	To			Reason for leaving		
Phone #						
Job Title	Supervisor					

AFFILIATIONS

List any professional office, trade, business, or civic activities\positions held:

<hr style="border: 0; border-top: 1px solid black; margin-bottom: 10px;"/> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 10px;"/> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 10px;"/>
--

EDUCATION

High Schools\GED program:

Expected year of graduation?

If not, highest grade complete

Describe course of study, specialized training, apprenticeship, extracurricular activities, or honors here:

CERTIFICATION

I certify that the answers given herein are true and complete to the best of my knowledge.

I authorize the investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I understand that this is an application and NOT intended to be a contract of employment.

Applicant Signature

Date

Bay Mills Community College is an equal opportunity/affirmative action institution. In accordance with the Indian Preference Act, PL 88-352 Section 707 (1) July 2, 1972, BMCC may grant first consideration for employment to Native Americans.

In accordance with the Clery Act, Bay Mills Community College's annual security and fire safety report is available at the front desk in the Administration Building or Accounting Department upon request. This documentation provides information about reporting emergencies and crimes, emergency response and preparedness, timely warnings, and crime statistics for the last three years.