
Classification:	Temporary, Full-Time
Location:	Dig Afognak Camp
Dates:	April/May through August

Job Summary:

Works collaboratively with Camp Manager on all aspects of camp operations. Directly responsible for performing preventative maintenance and repairs on all facilities and equipment and ensures the safety and comfort of guests and staff in a smooth functioning camp.

Reporting Relationship:

Reports to: Dig Afognak Camp Manager
Supervises: Camp Grounds Intern(s)

Responsibilities:

1. Perform preventative maintenance and repairs on all facilities and equipment.
2. Ensure that camp facilities are maintained and operated consistent with NVA safety and operating standards and applicable local, state, and federal requirements.
3. Ensures that facilities are safe, warm and clean, in compliance with safety and hygiene policies.
4. On a daily basis: monitor water quality and levels, check and replace filters as needed; ensure platforms, steps, and other structures are strong and supported; ensure that hand-washing stations are set up at all *nuishniks* and that *nuishniks* are cleaned and maintained; burn, store and transport waste as necessary; ensure daily servicing of *maginiks*: maintain supplies of firewood and water; clean basins; clean benches and floors.
5. Responsible for camp equipment, ensuring that equipment is maintained, not lost or stolen, and sufficiently stored for the winter.
6. Assists with youth chaperone duties as necessary.
7. Assist/participate and/or coordinate assigned camp activities as needed.
8. Keep and maintain proper inventory of all camp equipment, tools and related chemicals.
9. In charge of ordering fuel such as gas or stove oil as needed.
10. Responsible for maintaining in good working order the camp skiff including any during season routine maintenance.
11. Providing skiff transportation of staff, presenters, supplies and equipment as necessary.
12. Comply with NVA policies and procedures.
13. Perform other duties as assigned by supervisor.
14. The incumbent shall work well under pressure; meeting multiple and sometimes competing deadlines. The incumbent shall at all times demonstrate cooperative behavior with colleagues, supervisors, and camp participants.

Minimum Requirements:

1. Minimum of 1 season experience working at a remote Alaskan campsite.
2. Must be at least 18 years of age and possess a high school diploma or equivalent.
3. Must possess experience working with related camp equipment.
4. Experience operating a boat or skiff in the Kodiak area is preferred.
5. Must possess the ability to work well with others, be sensitive to community cultural values, and have strong oral and written communication skills.
6. Must possess the personal skills to be a positive role model for youth.
7. Must maintain a neat appearance while working for the program. Clothing which is torn is not acceptable.
8. Must work as scheduled. Days off must be scheduled according to guest arrivals and departures, as arranged and approved by supervisor.
9. May be required to lift weight in excess of 50lbs.

NVA IS AN EQUAL OPPORTUNITY EMPLOYER. PREFERENCE IS EXTENDED TO QUALIFIED AMERICAN INDIAN/ALASKA NATIVE INDIVIDUALS FOR APPOINTMENTS TO ALL POSITIONS ON THE STAFF (PUBLIC LAW 93-638 INDIAN SELF-DETERMINATION AND EDUCATION ASSISTANCE ACT, INDIAN PREFERENCE ACT, AND THE CIVIL RIGHTS ACT, 1968)