



# Native Village of Afognak

*To embrace, protect, develop, and enhance Alutiiq culture, protect our traditional use areas and encourage unity among the Alutiiq of the Kodiak Archipelago*

## Facilities Assistant

**Job Summary:** Supports Facilities Coordinator to ensure safe and reliable camp operation.

All camp employees work to ensure that Elders, participants, and other guests leave Dig Afognak with a renewed sense of their environment, our Alutiiq culture, and being proud of having taken part in Dig Afognak.

This is a temporary, full-time, non-supervisory position that is supervised by the Facilities Coordinator. Dig Afognak Camp staff are paid a daily rate for days worked. Temporary staff are not eligible for benefits offered through NVA. Room and board will be provided while onsite at the camp. Seasonal staff are required to secure their own lodging and food during camp breaks. The season schedule is set in advance of the start date.

**Job Location:** Remote Dig Afognak Camp Site with limited amenities

### Responsibilities:

- Assistant in the overall maintenance and functioning of camp facilities and equipment.
- Assisting the Facilities Coordinator to ensure that camp facilities are maintained and operated consistent with NVA safety and operating standards and applicable local, state, and federal requirements.
- Ensures that facilities are safe, warm, and clean, in compliance with safety and hygiene policies.
- Assist with the timely setting and striking of camp.
- Actively participate in safety and emergency protocols, which may include chaperoning youth.
- Assist with the setup of camp activities as needed.
- Keep and maintain proper inventory of all camp equipment and tools.
- Assist with refilling and transporting fuel as needed.
- Perform other duties as assigned by supervisor.

### Minimum Requirements:

- Must be at least 21 years of age and possess a high school diploma or equivalent.
- Must possess experience working with related camp equipment including but not limited to outboard, generator, ATVs, Skid Steer, banyas.
- Must possess the ability to work well with others, be sensitive to community cultural values, and have strong oral and written communication skills.
- Must maintain a neat appearance while working for the program.
- Must work as scheduled. Days off must be scheduled according to guest arrivals and departures, as arranged, and approved by the supervisor.
- Comply with NVA policies and procedures.
- Must be able to lift up to 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)