



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 Coordinator

Job Summary: Responsible for maintaining camp facilities and assuring the safe and reliable operations of camp equipment. Ensures the safety and comfort of guests and staff in a smooth functioning camp.

This is a temporary, full-time position that is supervised by the Camp Manager. The Facilities Coordinator supervises the Facilities Assistant. 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:

- Overall maintenance and functioning of camp facilities and equipment.
- Ensure that camp facilities are maintained and operated consistent with NVA safety and operating standards and applicable local, state, and federal requirements.
- Monitor water quality and quantity.
- Maintain handwashing stations and burn, store, and transport refuse as necessary.
- Assist with the timely setting up and striking of camp.
- Coordinate transportation of camp equipment to and from storage.
- Maintenance of camp equipment and inventory of all camp equipment and tools.
- Actively participate in safety and emergency protocols, which may include chaperoning youth.
- Assist with the set-up of camp activities as needed.
- Inventory and order fuel as needed.
- 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.
- All camp employees are expected to work as a team with all Dig Afognak and Native Village of Afognak staff members.
- Perform other duties as assigned by supervisor.

Minimum Qualifications:

- Demonstrate cooperative behavior with colleagues, supervisors, and camp participants.
- Minimum preferred 1 season experience working at a remote Alaskan site.
- Must be at least 21 years of age and possess a high school diploma or equivalent.
- Must possess experience working with related camp equipment (outboard, generator, ATVs, side by side, banyas)
- Must possess the ability to work well with others, be sensitive to community cultural values, and have strong communication skills.
- Must comply with NVA policies and procedures.
- Must maintain a neat appearance while working for the program.
- Days off must be scheduled according to guest arrivals and departures, as arranged, and approved by the supervisor.
- 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)