



# 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

## Dig Afognak Camp Assistant

**Job Summary:** Supports Facilities Coordinator in maintaining camp facilities and assuring the safe and reliable camp operations.

This is a temporary, full-time position that is supervised by the Facilities Manager.

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 self-esteem. All camp employees are expected to work as a team with all Dig Afognak and Native Village of Afognak staff members. Child-sensitive background check will be conducted by NVA staff.

Temporary staff are not eligible for benefits offered through NVA. Room and board will be provided while onsite at the camp, though staff are required to secure their own lodging and food in Kodiak. The season schedule is set in advance of the start date.

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

### Responsibilities:

- Assist the Facilities Coordinator and Camp Manager 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.
- Actively participate in safety and emergency protocols.
- Assist with the setting up of camp activities as needed.
- Assist with refilling and transporting fuel and water as needed.
- Maintain cleanliness of the mess hall, food storage and cleaning supplies areas clean and organized.
- Assist the Head Cook and Assistant Cook with kitchen sanitation and food preparation.
- Assist with the maintenance of a clean and orderly camp facility by performing daily cleaning, preparation, and re-stocking of banya supplies, water, groceries, safety equipment, etc.
- Help as directed with firewood, cleaning, and hauling supplies.
- Assist with camp set up and take down.
- Assist with special projects and presentations as directed by Camp Manager.
- Perform other duties as assigned by supervisor.

### Minimum Requirements:

- Comply with NVA policies and procedures, state and federal law.
- Experience working with related camp equipment including but not limited to outboard, generator, ATVs, Skid Steer, banyas preferred.
- Must be at least 18 years of age.
- May be required to lift 50lbs.

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- Must possess the ability to work well with others, be sensitive to community cultural values, and have strong communication skills.
- Must work as scheduled, with days off scheduled according to the camp schedule.
- Demonstrate cooperative behavior with colleagues, supervisors, and camp participants.
- Minimum preferred 1 season experience working at a remote Alaskan site.
- Must be willing to work at remote camp location.

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