# Expeditor

Classification: Temporary

Dates: May – September

Location: Kodiak

**Job Summary:**

Provide logistical support to the Dig Afognak camp. Procure camp supplies and equipment. Coordinate the transport of camp participants and supplies between Kodiak and Anton Larsen Bay. Assist in camp setup and take-down if necessary.

**Reporting Relationship:**

Reports to: Tribal Administrator

**Responsibilities:**

1. Coordinate the transport of camp participants and supplies and equipment between Kodiak and Anton Larsen Bay.
2. Serve as van driver for Dig Afognak participants and staff between Kodiak and Anton Larsen Bay.
3. Purchase and transport Dig Afognak camp supplies.
4. Serves as communication liaison between Dig Afognak camp and Kodiak operations.
5. Perform other duties as assigned by the supervisor.
6. 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, camp participants, and NVA members.

**Minimum Requirements:**

1. Team player with the ability to work well with others.
2. Valid driver’s license with clean driving record.
3. Must maintain a neat appearance while working for the program.
4. Must be able to work a flexible schedule that varies according to Camp’s support needs. Days off must be scheduled according to guest arrivals and departures, as arranged and approved by supervisor.
5. Sensitive to community cultural values.
6. Must be able to lift 50lbs.
7. Must pass a background check.

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