# Position Dig Afognak Camp Intern 2023

Classification: Temporary

Dates: May through August

Location: Kodiak / Dig Afognak Camp

**Job Summary:** Assist camp staff with general camp maintenance, camp presentation and guest assistance. Ensure that the camp looks inviting. Serve as good role model to camp participants.

**Reporting Relationship:**

Reports to: Camp Manager

Supervises: None

**Responsibilities:**

1. Keep Messhall tidy, fill coffee pot and hot water etc.
2. Check in with Cook to see what other things need to be done.
3. Assist the Cook and Cook Assistant with dishwashing and other kitchen duties daily.
4. Keep food storage and cleaning supplies area clean and organized.
5. Wash mess hall tables after every meal and make sure tables are clean before breakfast the following day.
6. Keep floors in mess hall and kitchen clean.
7. Evening patrol for disposal of food and paper cups around the camp grounds for bear safety.
8. Assist the Program Manager with guest projects and presentations as requested.
9. Check “nuushniks” (restrooms) and hand washing stations throughout the day making sure the there is enough supplies and they are clean.
10. Attend to Elders by checking in with them throughout the day, running errands and providing services as needed for them.
11. Work 30-40 hours work per week maximum
12. Perform other duties as assigned by the supervisor.
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 all camp participants.

**Minimum Requirements:**

1. Team player with the ability to work well with others.
2. Must be willing to work at remote camp location.
3. Must maintain a neat and clean appearance while working for the program.
4. Must work as scheduled. Days off must be scheduled according to guest arrivals and departures, as arranged and approved by supervisor.
5. Must be at least 15 years of age.
6. Sensitive to community cultural values.
7. Preference given to qualified NVA Tribal Member or descendant.

NVA IS AN EQUAL OPPORTUNITY EMPLOYER. PREFERENCE IS EXTENDED TO QUALIFIED AMERICAN INDIAN/ALASKA NATIVE INDIVIDUALS FOR APPOINTEMENTS 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)