



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.

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.

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, 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:

- Perform maintenance of camp facilities and equipment, to include but not limited to ATVs, skid steer, banyas, generators, outboards, skiffs, water pumps, trailers, fuel heaters and kitchen appliances.
- 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.
- Monitor and maintain water quality and quantity in cisterns.
- 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.
- Actively participate in safety and emergency protocols, which may include chaperoning youth and bear protection.
- Assist with the set-up of camp activities as needed.
- Inventory and order fuel, practice safe filling and transport of fuel.
- Perform other duties as assigned by supervisor.

Minimum Qualifications:

- Must comply with NVA policies and procedures.
- Must possess experience working with related camp equipment including but not limited to outboard, generator, ATVs, Skid Steer, banyas.
- Must be at least 21 years of age.
- 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.

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)

- Must be able to lift over 50lbs.
- Demonstrate cooperative behavior with colleagues, supervisors, and camp participants.
- Minimum preferred 1 season experience working at a remote Alaskan site.
- Supervisory experience preferred.

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