



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 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.

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:

- Assist in the overall maintenance and functioning of camp facilities and equipment.
- Assist the Facilities Coordinator 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.
- Assist with the timely setting and striking of camp.
- Actively participate in safety and emergency protocols, which may include chaperoning youth and bear protection.
- Assist with the setup of camp activities as needed.
- Keep and maintain proper inventory of all camp equipment and tools.
- Assist with refilling and transporting fuel and water as needed.
- Perform other duties as assigned by supervisor.

Minimum Requirements:

- 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.
- 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.

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)