

**OVK JOB ANNOUNCEMENT  
AND  
POSITION DESCRIPTION  
PROJECT APPRENTICE I: CARVER  
Grade: 5, Step 1; \$15.74/hr.**

**I. BASIC FUNCTION AND AUTHORITY**

Under the direct supervision of the Lead Carver for Carving Projects, Project Apprentice I: Carver is responsible for the specific duties outlined below. This position will be a temporary part-time position based on both need and available funding.

**II. DURATION AND RATE OF PAY**

This is a temporary part-time position. This position is budgeted for 40 hours/week at a Grade 5/1 on the OVK Salary Scale. The beginning hourly pay range is \$15.74/hour and may be progressive based on increased skill levels and responsibilities. The Project Apprentice I: Carver is expected to work a regularly scheduled hour workweek of up to 40 hours/week as determined by the Lead Carver. The position is not authorized to work over-time hours. This position is considered temporary based on need and funding availability.

**III. CONFIDENTIALITY**

As a Tribal employee, the Project Apprentice I: Carver may have access to important and confidential information about the Tribe, employees and Tribal Citizens. All financial operations, business operations, confidential employee information, and political matters of the Tribe will be kept strictly confidential and shall not be available for review or access by anyone other than those authorized to receive such information.

**IV. DUTIES AND RESPONSIBILITIES**

- Promotes and maintains the spirit of the Traditional Values in Carving Shed, including involving and educating as many community and Tribal Citizens of all ages as possible, about traditional Haida designs, carving techniques, and traditional use of tools.
- Works under the direct supervision of the Lead Carver. Lead Carver will outline weekly work schedule and daily responsibilities.
- Works with the Lead Carver in transporting, staking and storing logs for the project.
- Will work collaboratively with community and Tribal Citizens of all ages as they participate in various phases of the Carving projects
- Works in a safe manner at all times and assists in ensuring safety of project participants at all time, including instructing all carving volunteers on safe use of tools, and ensuring safe storage of all tools.
- Does not use power tools and carving tools until competence and safe operations have been observed and approved by Lead Carver.

- Maintains a daily/weekly log of hours worked and what was accomplished during work hours.
- Assists the Lead Carver in project record keeping, reporting as requested.
- Helps ensure the maintenance and security of the Carving Shed, tools
- Meets on a regularly scheduled basis with the Lead Carver to provide updates and brainstorm any barriers to project completion.
- And/or other duties as assigned by the Lead Carver

V. **REQUIRED KNOWLEDGE, SKILLS AND RESPONSIBILITIES**

- Demonstrated interest and enthusiasm in assisting with Carving Projects
- Demonstrated experience in the knowledge of Haida Carving Technics
- Demonstrated experience in working under supervision of the Lead Carver and completing tasks as assigned.
- Interest in Haida culture and in learning how to safely and effectively use traditional carving tools.
- Willingness to work with project volunteers.
- Demonstrated ability to work independently and collaboratively.
- Physically capable of things such as (but not limited to) heavy lifting, digging
- Working with sharp and dangerous tools, etcetera.

VI. **MINIMUM QUALIFICATIONS**

- Traditional Carving Experience

VII. **NATIVE HIRE POLICY**

- Preference is given to Alaska Native/American Indian applicants who meet Minimum requirements according to the provisions of P.L. 93-638

VIII. **JOB APPLICATION**

- Please feel free to call the OVK Tribal Office at 907-542-2230 for an application
- Or download an application on the OVK Website: [ovk@kasaan.org](mailto:ovk@kasaan.org)

VIII. **CLOSING DATE:**

- February 9, 2017 through February 21, 2017

**THE OVK POLICIES AND PROCEDURES SUPPORT A “DRUG-FREE” WORK ENVIRONMENT.**