



Daybreak Star Indian Cultural Center  
Post Office Box 99100, Seattle, WA 98139  
Phone: (206) 285-4425 Fax: (206) 282-3640

## JOB DESCRIPTION

**JOB TITLE:** PowWow Security and Maintenance      **DEPARTMENT/PROGRAM:** Facilities  
**REPORTS TO:** Abe Johnny      **STATUS:** TEMPORARY -- July 14<sup>th</sup>-16<sup>th</sup>, 2017  
**LOCATION:** Daybreak Star      **Pay rate:** \$13.00 per hour

**JOB PURPOSE:** As a member of the Facilities team, the Security and Maintenance performs all related duties to assure that assigned facility is clean and well maintained, inviting and appealing, structurally safe and sound, and free of health and safety hazards.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Conduct hourly rounds of camping area to ensure it is a safe environment for children and elders.
- Conduct hourly rounds of pow wow grounds to detect signs of intrusion and ensure security of doors, windows, and gates.
- Help set up & removal of heavy equipment such as bleachers and stage.
- Levels the Port-a-Potties
- Parking and traffic control: UIATF building parking lot, along Bernie Whitebear Way and Campground
- Empty garbage cans.
- Stay on duty, in a professional manner
- Build, support and enhance a positive, productive organizational culture and workplace that demonstrates integrity, honesty, trust, support, and respect.

### QUALIFICATIONS

#### Experience, Competencies and Education

- An experienced individual with appropriate industry experience, preferably in a not-for-profit organization providing general maintenance, security, and janitorial services. An empathetic and considerate individual with a high level of compassion, exemplary ethical standards, exceptional time management skills, and an appropriate professional image. A thorough, thoughtful individual with problem solving ability, good judgment and strong interpersonal skills. A well organized and self-directed individual who is a team player. An individual who can relate to people of all socio-economic backgrounds.
- An individual that has experience, strong knowledge, and an intimate understanding of Native American culture, issues and Tribal politics.
- Familiarity with various ethnic and cultural groups required.

#### Conditions of Employment

- Pass a criminal history background inquiry
- Complete Application
- Complete W-9 and I-9, bringing 2 pieces of valid ID.

**AMERICANS WITH DISABILITY SPECIFICATIONS**

*PHYSICAL DEMANDS*

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

*WORK ENVIRONMENT*

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to weather conditions for short periods of time, generally only while entering and leaving buildings.

The noise level in the work environment is usually moderate.

Employment with United Indians is At Will. This means that employment is at the mutual consent of each employee and United Indians. Accordingly, while the Foundation has every hope that employment relationships will be mutually beneficial and rewarding, the employee and the Foundation retain the right to terminate the employment relationship at will, at any time, with or without cause.

Signature affirms compliance with job duties:

X

\_\_\_\_\_  
Security/Maintenance Date

X

\_\_\_\_\_  
Facilities Manager Date