

**Sitka Tribe of Alaska
Job Description**

Naa Kahídi Dancer

Exempt:	No	Salary Level:	\$10-\$14/ Show, DOE
Benefits:	No	Hours:	Varies
Department:	STE	Reports to:	Dance Show Coordinator
Revised by:	Administrative Services Director	Approved by:	General Manager

SUMMARY:

This position supports all aspects of the Naa Kahídi Dance program with a focus on quality, customer service, professionalism and perpetuation of the Tlingit culture and cultural values of the Native Community of Sitka. Work hours vary throughout the summer season due to fluctuating cruise ship schedules. Employees must be able to work early mornings, weekends, evenings and assigned holidays.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Dance Show

- Attend dance performances as scheduled by the dance show coordinator
- Must be at performance site 30 minutes prior to performance time
- All dancers will greet visitors for 15 minutes after each performance
- Respond to visitor questions in a helpful and courteous manner
- Assist with fundraising events for promotional travel

Meetings, responsibilities, and professional conduct

- Attend all required training workshops and staff meetings
- Record daily work hours by accurately signing in and out
- Submit completed and signed time sheets on scheduled days
- Wear required uniform and maintain professional appearance.
- Smoking cigarettes or chewing tobacco is prohibited while on duty
- Abide by STA/STE handbook and policies
- Report to Dance Show Supervisor with problems/concerns
- Adhere to Naa Kahídi dancer policies regarding attendance, regalia, and behavior
- Communicate clearly to passengers and co-workers in a professional manner.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities

- Current certification in CPR and First Aid or ability to obtain certification (training, if needed, will be provided)
- Complete Tribal Tours Training program and be Alaska Host Certified
- In previous employment, demonstrated ability to be a reliable worker (show up on time and consistent with the required work schedule)

Criminal Background Check

This position requires full compliance with the STA Criminal Background Check ordinance. All candidates for this position must consent to a criminal history record check, submit fingerprints and submit a separate application for suitability. No individual may fill this position:

- Who has been convicted of any crime involving a sexual offense;
- Who has been found guilty of or pled guilty or no contest to, two misdemeanors or one felony crime involving any crimes of violence, crimes against persons, offenses committed against children, sexual assault, molestation, exploitation, contact, or prostitution;
- Whose past conduct creates an immediate or long-term risk for any Indian child or raises questions about an individual’s trustworthiness; or
- Who is currently subject to a restraining order issued after a hearing which restrains the individual from harassing, stalking, or threatening an intimate partner or child.
- Who has ever been convicted or plead no contest to two misdemeanors or one felony crime involving theft or dishonesty.

The individual who holds this position is required to report any violation of a criminal statute within one working day of the charge or conviction to the individual’s immediate supervisor.

Drug and Alcohol-Free Workplace

This position is required to comply with Sitka Tribe of Alaska’s Drug and Alcohol-Free Workplace Ordinance. This position therefore is subject to drug and/or alcohol testing if the immediate supervisor has reasonable suspicion that the employee has reported to work under the influence of a prohibited drug used unlawfully or under the influence of alcohol.

PREFERENCE

Native preference in hiring applies as outlined in the STA Hiring Policy and Procedure and the STA Employee Handbook.

APPROVED:

RECEIVED:

Lisa Gassman, General Manager Date

Anne Davis, Admin Services Director Date