

"Yee gu.aa yax x'wan."



# Chilkat Indian Village Environmental Newsletter

November 18, 2015

## CIV Office Hours

Monday—Friday: 9 am—4 pm

**Assistant Administrator/Bookkeeper** hours are 7 am—2 pm

**Tribal Service** hours are Tuesday—Friday: 9 am—4 pm (Available Mondays by appointment if needed)

**Reality Service** hours are Monday, Tuesday, Friday: 10 am—1:30 pm and Wednesday & Thursday: 9 am—12:30 pm

## CIV Office Holidays

The CIV office will be closed on November 26 & 27 for Thanksgiving Holiday

Due to Thanksgiving Holiday, there will be no Village garbage pickup on Friday, November 27.



## Job Opportunity:

**CIV Library Aide Job Description: See Page 3 for detail**

## **Fundraiser:**

Assist ANS with the purchase of Children's Christmas presents from Santa on Christmas Eve at the ANS Hall:

**Bake Sales:** December 18

Sale will be at the CIV Office and start at 10 am and end when the baked goods are sold

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## **Emergency Preparedness & Response**

The State of Alaska, Department of Military and Veterans Affairs, Homeland Security and Emergency Management has created an "Emergency Kit Guide" and an "Emergency Kit Schedule" to help with disaster preparedness. The flyer is called: "Building a 7-Day Emergency Kit". This can be found online at: [www.ready.alaska.gov](http://www.ready.alaska.gov) or you can stop by the CIV office and I will print one for you.

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### **Waste-Oil Furnace**

We are still in need of waste oil for the Fire Hall waste oil furnace. The types of oil the furnace takes are used engine oil, transmission fluid, and number 2 diesel oil. If you change your vehicle oil please call the CIV office at 767-5505 ask for Daniel Klanott ext 224 or Brian Willard ext 231 and we can come and get your waste oil for the furnace.

### **Klukwan Recycle Center has Moved!**

Recycle Center is now located in the green building behind the CIV Office. If you need assistance at the recycle center or getting your recyclables to the recycle center; stop by the CIV office or call at 767-5505 and talk with Daniel Klanott ext. 224 or Pat Warren ext. 226.

### **Recycling Tips**

How to recycle:

**Aluminum Cans:** Rinse, drain, and put in Bin for transport to recycling center. (No foil / Pie Plates, cat food cans etc.)

**Tin Cans:** Rinsed, flattened, and labels off

**Plastic Bottles & Jugs: p<sup>1</sup>** – Green & Clear Soda Bottles & Jugs (All containers need to be rinsed out and lids removed)

**P<sup>2</sup>** – All Colors including white (All containers need to be rinsed out and lids removed)  
Cloudy Plastic Jugs.

**CIV is not able to recycle cardboard, paper, and glass at this time.**

Used lead-acid batteries can be taken to Bigfoot. Bigfoot now takes used lead-acid batteries at no charge.

### **Electronic Waste (E-Waste)**

E-Waste is used computers, cell phones, TVs, and VCRs. Some materials, such as lead, nickel, cadmium and mercury could pose threats to human health and the environment if mismanaged at their end-of-life. Keeping used electronics out of the landfills, to recover materials and the environmental impacts and energy demands from mining and manufacturing will lengthen the life of the landfill. All electronic waste needs to be taken to the white connex next to the recycle center.

Recycling electronics recovers valuable materials and as a result, we reduce greenhouse emissions, reduce pollution, save energy and save resources by extracting fewer raw materials from the earth.

If you have any e-waste, call the CIV office, 767-5505 and ask for Daniel Klanott or Pat Warren.

### **Thank You to all the people who are up to date with their Water and Sewer Utilities**

**This keeps Klukwan's water flowing.**

### **Garbage Pick-up Hours:**

Pick-up now starts at 9 am —12 pm!

Garbage Pick-up will be two (2) times a week. Tuesday & Friday

**Below is the 2015 Recycle Pick-Up Schedule:**

Nov 25, Dec 10, 23

If you see anything unusual around the Village such as water flowing where it does not normally flow, please call the CIV office and report it. Thank you.

Please make sure your household trash & garbage are in plastic garbage bags before putting it in the bear proof containers. If the bear proof container is full please let us know. We do have replacement bags for the



### **Job Opportunity: Library Aide Job Description**

**SUMMARY:** Chilkat Indian Village's 477 program is offering a two year training position. This position is under the direct supervision of the Tribal Administrator and assists the Library staff in providing library services to the public through circulation duties, communication and public relations, and facility support. The Aide also assists on special grant projects as needed. This job description reflects the administration's assignment of essential duties and responsibilities. It does not prescribe or restrict the tasks that may be assigned. The applicant must be unemployed or underemployed and meet the income guidelines. Contact Carrie Durr with Tribal Services to apply.

#### **EXAMPLES OF DUTIES**

Perform all necessary duties at the circulation desk, including but not limited to: operating online catalog system, registering new patrons, renewing and placing holds on materials, instructing patrons in online access to library account, monitor internet registration, and shelve books.

Assist patrons with questions regarding reference, policies, procedures, interlibrary loans, and the use of technology.

Follow established policies and procedures, and inform patrons of relevant rules and regulations.

Assist with processing of new materials and removal of discarded items.

Perform simple equipment maintenance.

Assist with planning and setup of library programs.

Resolve inappropriate behavior if on duty alone and refer problem situations to the Library Co-Directors.

Open and close library facility and maintain building security.

Attend staff meetings, mentoring sessions, and meetings with the Tribal Administrator and Library Consultant.

Maintain a high level of customer service.

Support the American Library Association Library Bill of Rights.

Perform other duties as assigned by the Co-Library Directors.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

Must be willing to learn basic principles and practices of library services, as well as modern office procedures.

Must be skillful at operating office machines and computers.

Must be familiar with or have a willingness to learn word processing, spreadsheet, desktop publishing and other computer programs. The Klukwan Community and School Library use Microsoft Word, Excel, and Publisher on a regular basis.

Must have interest in books, audio/visual materials and a willingness to become familiar with the library collection.

Must have the ability to perform routine clerical work, follow established procedures, speak and write clearly and effectively, and multi-task.

Must have the ability to: take direction from supervisors and exercise independent judgment in accomplishing tasks assigned; to communicate effectively, professionally and courteously with the public; establish and maintain cooperative relations with those contacted in the course of the work; and to work as a team member.

#### **MINIMUM EMPLOYMENT STANDARDS**

High school Diploma or equivalent required.

While performing the duties of this job, the employee is regularly required to sit, use hands to operate a computer keyboard, or equipment controls; and to talk and hear. The employee is frequently required to reach with hands and arms, to stand, walk, climb, balance, or crouch. The employee frequently moves about to coordinate work.

The employee must be willing to work a flexible schedule that may include some evening and weekend hours.

The employee must be able to multi-task by organizing and carrying out a variety of duties, often simultaneously.