



# MUNICIPALITY OF SKAGWAY

GATEWAY TO THE KLONDIKE  
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## **JOB ANNOUNCEMENT RECREATION CENTER ASSISTANT**

The Municipality of Skagway is accepting applications for the positions of Recreation Center Assistant starting in September and working through mid-May. These are part-time seasonal positions and based on need.

**WAGE RANGE:** Grade 11, Step 1 Entry Level Wage - \$17.50 per hour.

**HOURS:** Must be available afternoon, evening, and weekend hours and fill in for staff vacation and sick leave when necessary. Must be available the duration of entire appointment. Schedule is subject to change.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- High School Diploma or GED.
- Must be able to pass a background check.
- Janitorial experience, along with the physical ability and stamina to perform various commercial level janitorial and maintenance needs to the facility.
- At least 1-year positive work experience supervising and leading activities with children ages 1-12.
- Must be able to lift at least 45 pounds on a regular basis and have the stamina to be productively active the duration of a work day.
- Outstanding customer service skills and the ability to communicate effectively and professionally with the public and other staff members.
- Ability to provide guided tours of the Skagway Recreation Center and answer member and visitor questions.
- Ability to effectively use reference materials, and manuals related to the work assigned.
- Ability to operate standard office equipment and cash registers.
- Ability to follow and enforce safety and security policy and procedures of the Skagway Recreation Center.
- Ability to recognize hazardous conditions, to think and act quickly and appropriately in emergencies and to observe and record events accurately.
- Must possess an outstanding attendance record with past employers.
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### **DUTIES AND RESPONSIBILITIES:**

This position works directly under the supervision of the Recreation Director and includes but is not limited to the following duties.

- Responsible for providing high quality detail oriented commercial grade janitorial and maintenance needs to the facility.
- Responsible for providing adult supervision and must actively engage and participate in activities with children of all ages during the After School Program and Playgroup hours.
- Responsible for collecting facility, room, and equipment user fees, agreements/waivers, and member record keeping.
- Responsible for balancing cash drawer, transaction record keeping, and daily deposits.
- Must provide outstanding customer service in person, email, and via telephone inquiries.
- Responsible for the safety, security and cleanliness of the Center and for enforcing all Recreation Center policies and procedures.
- Must have the ability to assist in medical emergencies.
- Other duties as assigned by Recreation Director.

Applicants must submit a completed Municipality of Skagway application form to the borough office at the address above **no later than 4:00 p.m. Friday, September 8, 2017.** Contact the borough office by email, [m.gihl@skagway.org](mailto:m.gihl@skagway.org) for application materials or further information.

The Municipality of Skagway is an equal opportunity employer.