



MUNICIPALITY OF SKAGWAY

GATEWAY TO THE KLONDIKE
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JOB ANNOUNCEMENT RECREATION WORKER II-SUMMER CAMP

The Municipality of Skagway is accepting applications for a temporary Recreation Worker II to work approximately 32 hours per week as a Summer Camp teacher the following dates: June 10-21 and July 8-19.

WAGE RANGE: Grade 11, Step 1 Entry Level Wage - \$18.38 per hour not to exceed Step 4 based on level of knowledge and experience.

HOURS:

- **Orientation and Set Up: June 4-5, 2020: 1-5pm.**
- **Camp Session 1: Hours: June 8-12 and June 15-19: 8:30-2:30 or 4:30. HOURS VARY DEPENDING ON ACTIVITY FOR THE DAY**
- **Camp Session 2: Hours: July 13-17 and July 20-24 8:30-2:30 or 4:30. HOURS VARY DEPENDING ON ACTIVITY FOR THE DAY**
- **Breakdown and Exit Interview after camp ends.**

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Must pass a background check.
- Valid CPR & First Aid Responder certificate.
- Beginner skill level using Microsoft Office applications.
- Minimum 1 year professional work experience supervising and leading recreational activities with children ages 5-13 in a professional group setting.
- Ability to effectively use reference materials, and manuals related to the work assigned.
- 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 have a proven successful background working independently and with others.
- Outstanding customer service skills and the ability to communicate effectively and professionally with the public, parents, and other staff members verbally and in writing.
- Must be highly organized and enthusiastic with the strength and endurance to be active throughout the day.
- Must have an excellent attendance record with past employers.

DUTIES AND RESPONSIBILITIES:

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

- Responsible for providing adult supervision to children in Summer Camp and must develop, lead and engage in activities with children of various age groups during Summer Camp hours.
- Responsible for collecting facility, room, and equipment user fees, agreements/waivers, and member record keeping as needed.
- Responsible for balancing cash drawer, transaction record keeping, and daily deposits as needed.
- 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 the Director.

Applicants must submit a completed Municipality of Skagway application form to the Municipal Clerk's Office at the address above no later than **4pm March 2, 2020**. Contact the Municipal Clerk's office at the address or phone number above or by email to m.gihl@skagway.org for application materials or further information. The Municipality of Skagway is an equal opportunity employer.