



MUNICIPALITY OF SKAGWAY

GATEWAY TO THE KLONDIKE
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JOB ANNOUNCEMENT RECREATION ATTENDANT

The Municipality of Skagway is accepting applications for a Recreation Attendant. This is a seasonal position working approximately 0-24 hours per week beginning in September.

WAGE RANGE: Grade 10. Step 1 Entry Level Wage: 16.66 per hour.

HOURS: Must be flexible and mainly available to work afternoon and evening hours. Sample schedule (subject to change): M/W/F: NOON-4pm and T/TH:1-7pm. Additional hours may be required due to staff vacation and sick leave.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Must be organized, thorough, and efficient in performance of daily work assignments.
- Janitorial experience, along with the physical ability and stamina to perform various janitorial needs to the facility.
- Ability to follow and enforce safety and security policy and procedures of the Skagway Recreation Center.
- Ability to greet and check in members, provide basic tours of the facility, and answer phone calls and emails about programs and facility/equipment use in a friendly comprehensive manner.
- Ability to operate standard office equipment and cash registers.
- Must be reliable and have an excellent attendance record with past employers.
- Valid CPR/First Aid Certification

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 janitorial needs to the facility as assigned.
- Responsible for greeting patrons and answering questions about programs and the facilities.
- Responsible for collecting and processing facility user fees and membership agreements.
- 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 Michelle Gihl at m.gihl@skagway.org **no later than 4:00 p.m. September 9, 2020.** Contact the borough office at the 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.