



# MUNICIPALITY OF SKAGWAY

GATEWAY TO THE KLONDIKE  
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## JOB ANNOUNCEMENT RECREATION WORKER

The Municipality of Skagway is accepting applications for the position of Recreation Worker at the Skagway Recreation Center. This is a full time position working 40 hours per week and is eligible for benefits

**WAGE RANGE:** Grade 11 or Grade 13, Step 1- Entry Level Wage DOE

### HOURS:

- Must be available to work evenings and weekends. **Schedule is subject to change.** Must be available to work overtime when needed.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Must pass a background check.
- Valid CPR & First Aid Responder certificate.
- Intermediate skill level using Microsoft Office applications.
- Previous professional work experience developing, promoting, and leading health, fitness and recreational programs for adults and children of all ages.
- Strong background and professional experience in working an Afterschool Program and/or Summer Camp preferred.
- Proficient knowledge and ability to demonstrate the proper use of facility weightlifting and cardio equipment to members.
- Must be belay certified and have the ability to lead belay certification classes and belay check sessions.
- Ability to effectively use reference materials, and manuals to troubleshoot equipment failures and take proper action in the repair and maintenance of all equipment as 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 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 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.
- Must be able to lift at least 45 pounds on a regular basis.
- Janitorial experience, along with the physical ability and stamina to perform various commercial level janitorial and maintenance needs to the facility that include regular equipment maintenance and safety inspections.

### 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 developing, promoting, and/or leading fitness classes, recreational programs, and workshops for various age groups.
- Responsible for the programming and implementation of the Afterschool Program and Summer Camp programs.
- Responsible for facility equipment safety, maintenance, repair, and record keeping on all equipment.
- Responsible for orienting new members to the facility equipment and assisting members with correct use of weight and cardio machines.
- Responsible for assisting with community events and fundraisers.
- Responsible for collecting Recreation Center user fees and membership agreements.
- Responsible for balancing cash drawer, transaction record keeping and daily deposits.
- Responsible for the safety and security of the Center and for enforcing all Rec Center policies and procedures.
- Responsible for administering First Aid to members and 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 2:00 p.m. on Wednesday, December 29, 2021.** Contact the borough office at the address or phone number above or by email to [m.gjhl@skagway.org](mailto:m.gjhl@skagway.org) for application materials or further information. The Municipality of Skagway is an equal opportunity employer.