



MUNICIPALITY OF SKAGWAY

GATEWAY TO THE KLONDIKE
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JOB ANNOUNCEMENT RECREATION ATTENDANT

The Municipality of Skagway is accepting applications for the position of Recreation Attendant at the Skagway Recreation Center. There are two seasonal positions available. Hours are based on need and subject to change.

Position 1: Full time working approximately 35-40 hours per week beginning in April/May and working through September.

Position 2: Part time working approximately 25-28 hours per week beginning in March/April and working through September.

WAGE RANGE: Grade 10, Step 1 Entry Level Wage - \$22.77 per hour. Not eligible for benefits.

POSITION 1:

Must be available to work day and evening shifts and one weekend day, 35-40 hours per week. Overtime may be necessary to fill in for staff vacation and sick leave.

POSITION 2:

Must be available to work evenings and one weekend day, 25-28 hours per week. Additional hours may be available to fill in for staff vacation and sick leave.

Applicants must indicate what position they are applying for on their application.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Valid CPR/First Aid Certification.
- Excellent customer service skills and the ability to communicate effectively and professionally with the public and other staff members verbally and in writing.
- Ability to check in and greet members, give tours of the facility, and answer phone calls and emails about programs and facility/equipment use in a timely manner.
- Must be organized, thorough, and efficient in performance of daily work assignments.
- Ability to operate standard office equipment and balance cash drawer.
- Janitorial experience, along with the physical ability and stamina to perform various janitorial needs to the facility with strong attention to detail.
- Ability to follow and enforce safety and security policy and procedures of the Skagway Recreation Center.
- Must be reliable and have an excellent attendance record with past employers.

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 performing opening/closing duties on time as scheduled.
- Responsible for providing high quality commercial grade 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 balancing cash drawer and recording payment transactions.
- Responsible for processing inquiries and scheduling use of facilities and equipment.
- Responsible for the safety, security and cleanliness of the Center and for enforcing all Recreation Center policies and procedures.
- 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 or to a.lawson@skagway.org **no later than 4:00PM on Wednesday, February 15.** For an application or any questions regarding this job posting, please e-mail a.lawson@skagway.org. The employment application is also available on our website, www.skagway.org.

POSTED 02/1/23

The Municipality of Skagway is an equal opportunity employer.