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 borough office at the address above. This position is open until filled. Contact the borough 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.