JOB ANNOUNCEMENT
RECREATION ATTENDANT

The Municipality of Skagway is accepting applications for the position of Recreation Attendant. This is a temporary position working approximately 40 hours per week as needed April-September.

WAGE RANGE: Grade 10, Step 1 Entry Level Wage - $16.95 per hour DOE.

HOURS: Must be able to work weekends and evenings.

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.
- Must be able to assist with child programming as needed.
- Ability to operate standard office equipment and cash registers.
- Janitorial experience, along with the physical ability and stamina to perform various janitorial tasks for the facility.
- 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.

- Perform opening and/or closing duties on time as scheduled.
- Perform janitorial tasks for the facility as assigned.
- Greet patrons and answer questions about programs and the facilities.
- Collect and process facility user fees and membership agreements.
- Balance cash drawer and recording payment transactions.
- Process inquiries and schedule use of facilities and equipment as necessary.
- Responsible for the safety, security, and cleanliness of the Center and for enforcing all Recreation Center policies and procedures.
- Assist Recreation Workers with Summer Youth Program and Afterschool Program.
- 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 or to a.lawson@skagway.org. Applications are due no later than 4:00 p.m., March 30, 2022. Contact the borough office at the address or phone number above or by email to a.lawson@skagway.org for application materials or further information.

The Municipality of Skagway is an equal opportunity employer.