



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. This is a seasonal position working full-time 32-40 hours a week, May 2024-October 2024. This position is not eligible for municipal benefits.

WAGE RANGE: Grade 10, Step 1-4 (\$25.00-26.92 per hour) DOE.

SCHEDULE: Must be available to work weekends, evenings, and some overtime as necessary. Weekly schedules vary, but this position will primarily close the center Tuesday – Saturdays.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Valid CPR/First Aid Certification or the ability to obtain certification.
- Must pass a background check.
- 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, and effectively use reference materials to complete work.
- 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.
- Outstanding customer service skills and the ability to communicate effectively and professionally with the public and other staff members verbally and in writing.

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 & giving tours of the facility.
- Responsible for collecting facility, room, and equipment user fees, agreements/waivers, and member record keeping. Responsible for balancing cash drawers, recording payment transactions accurately, and daily deposits.
- Responsible for processing inquiries and scheduling use of facilities and equipment.
- May be required to fill in occasionally for After School Program, Summer Camp, or other programs.
- 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 May 2, 2024**. 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.

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The Municipality of Skagway is an equal opportunity employer.