

MUNICIPALITY OF SKAGWAY

RECREATION CENTER

JOB DESCRIPTION

POSITION TITLE: Outdoor Recreation Coordinator
WAGE RANGE: Grade 14, rate of pay at appointment DOE – not to exceed current pay scale step 4.
POSITION SUPERVISOR: Recreation Director
HIRING AUTHORITY: Recreation Director and the Borough Manager

PRINCIPLE DUTIES:

- Supervise Municipal Trails
 - Hire and supervise a small seasonal trail crew.
 - Monitor municipal trails. Create and implement a trail maintenance plan.
 - Manual labor requiring the use of hand and power tools.
 - Maintain hand and power tools.
 - Maintain and clean outhouses on trail systems.
 - Maintain garbage and dog waste receptacles on trail systems.
 - Work with municipal committees as assigned to update Skagway's Comprehensive Trails Plan.
- Manage the Community Garden
 - Assist in the planning, design, and construction of the new community garden located north of the Seven Pastures ballfields.
 - Coordinate garden plots including collecting registrations, fees, and waivers.
 - Coordinate staff and volunteers to assist in maintaining/improving the Community Garden.
- Oversee Municipal Reservation Systems
 - Reservations are currently limited to the Upper Lake and Dyea cabins, but will expand to include ballfields, Dedman's stage, potentially campgrounds, and any future additional municipal cabins.
 - Recruit, supervise, and support a Volunteer Campground Host to oversee registrations at the Dyea Flats Campground.
- Promote Winter Recreation
 - Serve as municipal liaison to independent social organizations, such as the Log Cabin Ski Society. Promote recreation in municipal parks and public spaces.
 - Oversee the Rec Center Ice Rink. Independently, or assign staff to:
 - Clean, inventory, and maintain ice shack.
 - Operate a snow-blower and/or an ATV w/ plow.
 - Operate fire hydrant to floor rink.
- Create Community Outdoor Recreation Programs
 - Develop, promote, and staff outdoor excursions such as hiking, ice skating, cross-country skiing, water-based activities, camping, or geocaching.
 - Pursue collaborative opportunities with other entities including but not limited to: Skagway Traditional Council, National Park Service, US Forest Service, and local businesses.

- Support Rec Center Operations
 - Assisting in planning and staffing special events such as Yuletide activities.
 - Sporadically staff youth and/or senior programs.
 - Occasionally collect user fees & waivers and conduct opening/closing procedures

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to hike up to 8 hours per day wearing a 45lbs pack over rough, uneven terrain and steep gradients (municipal trails).
- Ability to lift at least 45 pounds on a regular basis.
- Hiking and camping experience practicing Leave No Trace Principles.
- Experience in trail maintenance.
- Ability to recognize hazardous conditions and reach appropriately.
- Must be able to multi-task and able to work independently.
- Have or obtain knowledge of the natural environment of Southeast Alaska.
- Valid CPR & First Aid Certificate (Wilderness First Responder preferred).
- Outstanding customer service skills and the ability to communicate effectively and professionally with the public and other staff members verbally and in writing.
- Intermediate skills using Microsoft Office Suite.
- Ability to operate standard office equipment and complete transactions using a PoS System.
- High School Diploma (College degree and/or specialized experience in rec planning preferred).
- Must possess a valid Alaska Motor Vehicle Driver's License.
- Must pass a background check.
- Basic carpentry skills.
- Ability to work outside in extreme weather conditions.
- Ability to operate and maintain equipment such as lawn mowers, snow blowers, chain saws, chippers, and other equipment.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

EEO Statement: We consider applicants for all positions without regard to race, color, creed, religion, national origin or ancestry, sex, sexual orientation, gender identity, age, disability, genetic information, veteran status, or any other legally protected status under local, state or federal law.