



**MUNICIPALITY OF SKAGWAY**  
GATEWAY TO THE KLONDIKE  
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### **CONTRACT EMPLOYEE POSITION ANNOUNCEMENT SENIOR ACTIVITIES AND FACILITY COORDINATOR**

The Municipality of Skagway is accepting resumes from interested persons for a Senior Activities and Facility Coordinator. The Senior Activities and Facility Coordinator is responsible for creating and implementing activities for Skagway elders, coordinating with Catholic Community Services and other community groups regarding transportation and lunches, and coordinating use of the Senior Center, if applicable, for the term of one year. This contract employee position is overseen by the Borough Manager.

**Description of Duties:** The Senior Activities and Facility Coordinator will perform the following duties:

- Coordinate with Catholic Community Services and other community groups for Senior Lunches, transportation, and other needs.
- Create a monthly calendar of events for Seniors.
- Schedule and facilitate events and excursions with entities such as National Park Service, Skagway School, Skagway Arts Council, and others.
- Schedule and facilitate weekly events such as games, crafts, and music.
- Coordinate classes at the Skagway Recreation Center and elsewhere.
- If Senior Facility is available, generally managing the facility and hours of operation.
- If Senior Facility is available, coordinate the purchase of furnishings and décor for facility.
- Coordinate with the Public Works and Administration departments regarding facility needs.
- Work with community members and organizations to create opportunities for community elders.
- Assess and identify Senior community needs and explore solutions.
- Provide a monthly report to the Borough Manager reporting activities, participation, and needs.

**Goal/Outcome of Volunteer position:** The Senior Activities and Facility Coordinator position will spend up to 20 hours per week facilitating and extending more experiences to our eldest citizens, thereby improving their quality of life and the quality of life for the community.

**Knowledge/Skills/Experience Desired:** Coordinator will possess strong communication skills, attention to detail, and organizational skills required to effectively facilitate Senior Activities and manage a Senior Facility. Coordinator will demonstrate ability to identify safety hazards and concerns and use sound judgment to address them and communicate concerns to the Borough Manager or Emergency Services if needed. Basic First Aid and CPR certification is desired.

#### **Benefits to the Senior Activities Coordinator**

- CPR/First Aid/AED Training
- \$25,000 Stipend, paid monthly

Interested persons must submit a resume to the borough office at the address above or by email at [a.lawson@skagway.org](mailto:a.lawson@skagway.org).

**This position is open until filled.**