

CITY AND BOROUGH OF WRANGELL

In-House and Public Announcement

ADVERTISEMENT FOR THE POSITION RECREATION COORDINATOR PARKS AND RECREATION DEPARTMENT

The City and Borough of Wrangell is recruiting for a Recreation Coordinator to join the Borough's Parks and Recreation Department.

The Recreation Coordinator assists and supports all functions of the Parks and Recreation Department, with primary duties including facilitating activities of recreation programs, program development for youth and adults, program promotions and participant recruitment, supervising aquatics activities and lifeguard staff, swim lesson instruction and supervision, daily income reconciliation, weekly cash deposits, attendance tracking, reservation management and participation in policy and procedure updates. The position requires the knowledge and ability to plan, implement and evaluate recreation programming for all ages. The Recreation Coordinator also acts as the evening shift supervisor for the Recreation Facility and Swimming Pool, which necessitates a general knowledge of national lifeguard standards, best practices, and facility operations.

The position will appeal to a candidate who thrives in a fast-paced, collaborative, and team-centered work environment and enjoys interacting with community members, families, and children. The successful candidate will have experience that demonstrates strong organizational skills with an ability to navigate and/or to learn common programs such as; Microsoft Excel, Outlook, Word, Adobe Acrobat and the departments Recreation Management software. The position also requires strong customer service skills and abilities including during times of high workflow. An aptitude for solving programs autonomously and efficiently will serve as an asset to the successful candidate.

Preferred education and experience include a high school diploma or equivalent, ability to gain a Lifeguard and Water Safety Instructor certification upon hire and two years of recreation programming management or a position closely aligned with the duties, responsibilities and skills required. This position may serve as the Acting Parks and Recreation Director in Directors absence.

This is a permanent 30 hour a week position with full benefits, paid hourly (overtime-eligible) at Grade 12 ranging from \$17.73 to \$24.63 per hour. Some overtime may be authorized and/or required. The full job description and employment application can be found online at www.wrangell.com/jobs.

To be considered, submit a cover letter, resume, and completed employment application via e-mail to clerk@wrangell.com, or in person to City Hall, 205 Brueger St., Wrangell, AK 99929. **Applications will be accepted until the position is filled.**

The City and Borough of Wrangell is an equal opportunity employer.

Lisa Von Bargaen
Wrangell Borough Manager

KSTK announce November 13th through November 30th
Sentinel Publish November 16th & November 22nd, 2017
Alaska Island Community Services
Wrangell Co-Operative Association