

CITY AND BOROUGH OF WRANGELL

WRANGELL PARKS AND RECREATION DEPARTMENT SEASONAL JOB POSTING

The Wrangell Parks and Recreation Department will begin to accept applications for the position of **Recreation Assistant** to establish an open pool of applicants for temporary help. Applications will be accepted beginning February 26th through December 31st at 5:00 p.m.

Applicants selected for this position will serve as a *Recreation Assistant* at Parks & Recreation and will be involved in recreational activities including department recreation programs, community events, facility rentals and other similar recreational services.

Duties include providing oversight of facilities and activities, ensuring adherence to regulations and procedures, monitoring the security of premises, maintaining routine reports, clerical duties and general custodial duties.

The Parks and Recreation Department will be hiring from these applications, as needed, throughout the year. At the end of this open enrollment period applicants would need to file a new application.

This position requires candidates to be available to work a minimum of 6 hours per week with shifts scheduled throughout the week, including weekends. Applicants must be at least 16 years old. This position is paid hourly at a Grade 1 ranging from \$10.19 to \$13.79 per hour. The full job description and employment application can be found online at www.wrangell.com/jobs. Applicants will have to pass a pre-employment drug screening and a criminal background check.

Applications may be returned to Wrangell City Hall, 205 Brueger Street (P.O. Box 531), Wrangell, AK 99929. For more information contact Kate Thomas at 907-874-2444.

The City of Wrangell is an equal opportunity employer.

Lisa Von Bargaen
Wrangell Borough Manager