



# MUNICIPALITY OF SKAGWAY

GATEWAY TO THE KLONDIKE  
P.O. BOX 415, SKAGWAY, ALASKA 99840  
(PHONE) (907) 983-2297  
(FAX) (907) 983-2151  
[www.skagway.org](http://www.skagway.org)

## **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, June 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:** Position(s) opens the center Monday – Friday. Shift starts at 4:45am. Preference to applicants that can work 8-hour shifts (off at 12:45), but part-time can be considered.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Valid CPR/First Aid Certification or the ability to obtain certification.
- Must pass a background check.
- Basic skill level using Microsoft Office applications.
- 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 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 processing inquiries and scheduling use of facilities and equipment.
- May be required to fill in occasionally for various SRC programs including Summer Camp and special events.
- 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](mailto:a.lawson@skagway.org) **no later than 4:00PM Friday June 7, 2024.** Contact the borough office at the address or phone number above or by email to [a.lawson@skagway.org](mailto:a.lawson@skagway.org) for application materials or further information.

**POSTED 5/28/24**

**The Municipality of Skagway is an equal opportunity employer.**