

CITY OF UNALASKA
JOB ANNOUNCEMENT

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

The City of Unalaska is an Employer of National Service and encourages AmeriCorps, Peace Corps and other national service alumni to apply

IN HOUSE POSTING: June 8, 2018

TO THE PUBLIC: June 8, 2018

*****REPOST*****

The Department of Parks, Culture & Recreation is accepting applications for the following position of: RECREATION PROGRAM COORDINATOR – SPORT, FITNESS, and WELLNESS. **This position is open for applications until filled.**

GENERAL DESCRIPTION: This position works under the direct supervision of the Recreation Manager. Performs routine and complex administrative work in planning, organizing, coordinating and administering a variety of recreation programs, primarily youth and adult sports leagues, fitness classes, and community races. This position seeks someone with a strong background in youth sports, especially basketball, and the organization of youth and adult sports leagues. This individual should be passionate about sports and have a desire to see others grow in their understanding and love of multiple sport disciplines. This position requires organizing and coordinating a variety of league sports simultaneously and identifying, training, and managing a large volunteer force in support of those leagues.

EXAMPLES OF WORK: Determines materials, equipment, facility, supervision or instruction needs for each event/program and coordinates with other PCR staff. Provides supervision, instruction, guidance and discipline for youth and teens participating in afterschool drop-in programs, as well with working with adult patrons. Prepares and distributes a variety of written communication about PCR programs. Coordinates all aspects of assigned programs. Schedules and runs a variety of programs. Runs errands, orders and picks up supplies needed for activities and sets up required equipment, etc. Assures assigned programs are performed within budget and assures the most effective and efficient use of funds, facilities and time. Performs related work as assigned.

KNOWLEDGE, SKILLS AND ABILITIES: Ability to understand and carry out written and oral instructions. Ability to maintain records associated with work. Knowledge of recreational activities and the ability to plan and coordinate all aspects of youth and adult sports leagues that include but are not limited to: basketball, soccer, and volleyball. Ability to work with a variety of age groups and cultures. Ability to count and record cash accurately. Good communication and interpersonal skills. Knowledge of basic arithmetic and office practices and procedures. Ability to operate office equipment. Possession of a nationally recognized basketball refereeing certification is highly preferred.

EDUCATION AND EXPERIENCE: High School Diploma or GED equivalent required. Four (4) years of college with a degree in recreation or related field preferred. One (1) year and/or summer internships of recreation experience such as: child care, counseling, coaching and programming community center events or similar required. Experience training sports league officials and youth sports coaches preferred. Other combination of education and experience, which could provide the knowledge, skills and abilities listed, will be evaluated on an individual basis.

LICENSES AND SPECIAL REQUIREMENTS: A valid Alaska driver's license or ability to obtain one within 30 days of hire is required. Ability to obtain First Aid and CPR certifications within 90 days is required. Ability to meet the education and experience requirements for state licensing of programs. Must work flexible hours including evenings and weekends, with possible hours during the week for various other programs. Occasionally the position will require working outdoors with program participants. As a condition of employment, the person selected will be required to successfully complete a drug test prior to beginning work and will be subject to future periodic drug and alcohol tests on a random basis without advance notice. Position is subject to pre-employment, post-offer criminal investigation as defined by Alaska Statute 12.62.

TO APPLY: Please submit a City of Unalaska application and a reference release form. A complete job description and other necessary forms are available at City Hall, by calling HR at 907-581-1251, or by downloading at www.ci.unalaska.ak.us . Return application to HR in City Hall or by one of the following methods: Mail to P.O. Box 610, Unalaska, AK 99685; e-mail to kstiles@ci.unalaska.ak.us; or fax to 907-581-4469.

PAY RANGE: Union position \$22.64-\$23.09*
***Wages Effective July 1, 2018**

Regular Full-Time Position
Excellent benefits

Must present work authorization identification within 3 days of hire (INS requirement).
All applications will be kept on file for 90 days.