



City of Cordova

A L A S K A

POSITION VACANCY

The Human Resources Department is accepting applications for REGULAR, PART-TIME:
RECREATION ASSISTANT

SUPERVISOR:	PARKS AND RECREATION DIRECTOR
CLASSIFICATION:	PART-TIME, HOURLY, IBEW BARGAINING UNIT
PAY RATE:	\$15.63 - \$21.39 PER HOUR, DOE
HOURS:	VARIES, AS SCHEDULED TO INCLUDE EARLY MORNINGS, EVENINGS, WEEKENDS AND HOLIDAYS
BENEFITS:	ALASKA PUBLIC EMPLOYEE RETIREMENT SYSTEM (PERS), GROUP HEALTH INSURANCE, LIFE INSURANCE, OPTIONAL 457 DEFERRED COMPENSATION, EMPLOYEE-PRICED RECREATION FACILITY ACCESS, ANNUAL AND SICK LEAVE ACCRUAL, PAID HOLIDAYS
POSITION SUMMARY:	Under general supervision, assists in the day-to-day operation of the Bidarki Recreation Center and/or Bob Korn Memorial Swimming Pool.
QUALIFICATIONS:	16 years of age and First Aid/CPR/AED Certification (or must obtain within 6 months of hire). Preference is given to candidates with customer service experience.

DUTIES:

- Opens/Closes Bidarki Recreation Center and/or Bob Korn Memorial Swimming Pool as needed.
- Performs cash handling, such as collecting fees, maintaining related records, and preparing deposits for review.
- Acts as front-line staff and provides customer service by answering the telephone, responding to questions and greeting members, visitors, and the public.
- Educates patrons/participants on rules and regulations, care of equipment and acceptable conduct
- Assists with the set-up and pack down of equipment and programs.
- Ensures a safe and fun environment for assigned recreation programs.
- Conducts water quality tests at Bob Korn Memorial Swimming Pool and maintains logs and reports as required.
- Performs basic custodial duties including restocking supplies.

WORKING CONDITIONS: Work is primarily accomplished in a recreation or aquatic facility. Work is scheduled in accordance with recreational programs and services and requires the ability to work early mornings, evenings, weekends, and holidays. Employee may be required to respond to distraught people or challenging inter-personal situations. Employee may be exposed to stressful emergency situations.

PHYSICAL DEMANDS: Capable of lifting and carrying up to 50 pounds. Clarity of speech and sufficient hearing, with or without reasonable accommodation, which permits effective communication during interactions with the general public.

Applications available at City Hall, 424-6200, or online at cityofcordova.net. Interested individuals should submit a City of Cordova application to humanresources@cityofcordova.net. Applications accepted until position filled.

THE CITY OF CORDOVA IS AN EQUAL OPPORTUNITY EMPLOYER