



City of Cordova

A L A S K A

POSITION VACANCY

The Human Resources Department is accepting applications for REGULAR, FULL-TIME:
RECREATION PROGRAM PLANNER

SUPERVISOR:	PARKS AND RECREATION DIRECTOR
CLASSIFICATION:	FULL-TIME, HOURLY, OVERTIME ELIGIBLE, IBEW BARGAINING UNIT
PAY RATE:	\$19.57 - \$26.72 PER HOUR, DOE
HOURS:	M-F 0800-1700; OCCASIONAL EVENINGS AND WEEKENDS AS SCHEDULED
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:	Coordinates recreation programs, services, facilities and/or events for the City of Cordova
QUALIFICATIONS:	Post-secondary degree in a related field, two (2) years' experience in recreation or related field, or combination of above. Preference is given to candidates with Bachelors' degree in related field, First Aid, CPR & AED Certification, and/or Water Safety Instructor Certification.

DUTIES:

- Researches and recommends programs and activities; plans and implements approved programs.
- Assists Director with recruiting, hiring, and evaluating seasonal and volunteer staff.
- Assists in the daily operation of recreation facilities.
- Coordinates with Human Resources to deliver human resources, safety and program-specific training.
- Manages attendance records, waitlists, refunds, and program transfers with designated software.
- Assists in the marketing and community outreach.
- Develops and updates manuals, brochures, and other promotional and instructional materials.
- Responds to and resolves inquiries and complaints.
- Manages inventory and completes purchasing/ordering processes.
- Recommends and tracks budget revenue and expenditures.

WORKING CONDITIONS: Work is primarily accomplished in an office environment but is occasionally exposed to outside weather conditions. Occasionally exposed to moving mechanical parts, wet and/or humid conditions, fumes, toxic or caustic chemicals. Noise level ranges from normally quiet to noisy during a program. Work is scheduled in accordance with recreational programs may require evening and weekend work as scheduled.

PHYSICAL DEMANDS: Capable of lifting and carrying up to 25 pounds. Frequent walking, standing, and sitting. Occasionally required to use hands to handle or operate objects or use tools and reach with hands and arms. Occasionally required to climb or balance; stoop, kneel, crouch or crawl. 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