

JOB ANNOUNCEMENT

CITY OF UNALASKA, AK DEPARTMENT OF PARK, CULTURE & RECREATION

Open Date: July 1, 2022

Close Date: August 1, 2022

Position: Recreation Program Coordinator – Arts, Culture, & Leisure

Salary: [Union Position Step 1-3] \$30.80-\$32.67/ hour

The Unalaska Department of Parks, Culture & Recreation is accepting applications for the position of Recreation Program Coordinator, located in the number one commercial fishing port in the United States, the International Port of Dutch Harbor. Unalaska, Alaska is a coastal community located in the Eastern Aleutian Islands with a multi-cultural population of approximately 4,000 full-time residents with season influxes from multiple commercial fishery operations.

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary.

GENERAL DESCRIPTION: This position works under the direct supervisor of the Recreation Manager. Perform many routines and complex administrative works in, planning, organizing, coordinating, and administering a variety of recreation programs. This position will primarily be responsible for the planning and implementing of the department's arts and leisure activities consisting of but not limited to Missoula Children's Theater, various art classes and programs, leisure programs, supervising PCR's Teen Council program, and other duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES: Working knowledge of recreational activities with the ability to work cohesively with all age groups and cultures. Ability to establish relationships with local artists to develop arts instructors and classes. Ability to teach or instruct classes related to at least one of the following: fine arts, pottery, music, or audio/video arts. Ability to schedule, manage time and coordinate all aspects of assigned programs. Ability to utilize a variety of audio-visual equipment. Attention to detail in regards to maintaining within budget and funds are used more effectively and efficiently. Ability to handle cash transactions but not limited to counting cash to record keeping. Be proactive in recognizing and determining materials, equipment, and facility needs for each event/program and coordinate with other PCR staff. Possess good communication with staff and public, have positive interpersonal skills, and ability to have basic arithmetic and office practices with the occasional use of office equipment.

EDUCATION & EXPERIENCE:

High school diploma and or GED required; Combination of education and experience will be evaluated on an individual basis

Four (4) years of college with a degree in recreation, theater, fine arts, or related field preferred

One (1) year of recreation experience programming community classes and events or similar required

LICENSES & SPECIAL REQUIREMENTS:

Must be at least 18 years of age

Must have or ability to obtain an Alaska Driver's License within 90 days of hire;

Must have or ability to obtain First Aid & CPR certification within 90 days of hire;

Must be able to work flexible hours including evenings, weekends with possible hours during the week for various other programs;

Ability to work outdoors with participants;

Certified Parks and Recreation Professional preferred;

Must be eligible to work in the US; requirement by Federal Law if hired must complete employment eligibility verification (I-9)

Successfully pass background test which includes, Criminal background, Professional and Reference check

Successfully pass a pre-employment drug test as well as future periodic random testing

BENEFITS:

Must be at least 18 years of age

Must have or ability to obtain an Alaska Driver's License within 90 days of hire;

Must have or ability to obtain First Aid & CPR certification within 90 days of hire;

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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

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BENEFITS:

If applicable, lump sum relocation assistance (taxable) maximum of \$7,000 plus airfare for the employee and one family member
Travel allowance of \$2,000 every year on your date of hire after 1st year of employment
Longevity bonus of \$2,000 beginning on the third (3rd) year anniversary
Free Annual Membership of Life Med (employee + dependents)
Free Membership for Parks, Culture, and Recreation (employee only)
Free Annual Membership of NRPA and Alaska Recreation and Park Association
Medical and Dental premiums 100% employer paid (employee & dependents)
48 hours of Floating Holiday per year plus holiday pay
7 paid Holidays
Paid time off starting at 16 hours a month
Eligible for PERS retirement
Up to 100% tuition reimbursement (must be taken while employed; refer to Title III)

TO APPLY:

Submit a City of Unalaska Employment Application. The application and other necessary forms are available at Unalaska City Hall, Department of Administration, 43 Raven Way, Unalaska; or by downloading on the city website at <https://www.ci.unalaska.ak.us/hr/page/employment-application-forms>. Return completed application to City of Unalaska, Administration Department, P.O. Box 610, Unalaska, AK 99685; submit by email to hr@ci.unalaska.ak.us; or send by fax to (907) 581-4469. Questions? Telephone (907) 581-1252