



JOB ANNOUNCEMENT

POSITION TITLE AND DEPARTMENT/DIVISION:

Parks and Recreation Coordinator with Administrative Services Department.

POSITION LOCATION:

This position is based on Saint Paul Island, Alaska.

POSITION CLASSIFICATION AND HOURS:

Regular Appointment, Part-Time; Hours may vary.

JOB SUMMARY:

The Parks and Recreation Coordinator position develops, organizes, and hosts recreation and leisure activities for the community, as well as and manages volunteers in providing activities.

This position works under the direct supervision of the City Clerk and City Manager. This is considered an entry level position where work is performed according to established policies, procedures, and/or protocols with little variance from those procedures.

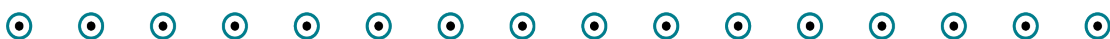
The position involves frequent contact with division, department, and City employees and the general public.

ESSENTIAL JOB FUNCTIONS:

1. Organizes, hosts and facilitates recreational activities and programs for the community.
2. Develops and hosts activities for children in grades K-12 and adult activities.
3. Promotes and publicizes recreation programs through fliers, radio and social media.
4. Maintains City parks and playgrounds.
5. Role model customer service and patron relations.
6. Performs other duties as required or directed by City Clerk or City Manager.

QUALIFICATIONS:

1. Must be at least eighteen (18) years of age.
2. High school diploma or GED.
3. Requires knowledge of recreation programs and recreation program development for all age groups.
4. Requires the ability to plan, implement and evaluate recreation programs and make sound recommendations for improvement.
5. Requires the ability to conduct program needs assessments to identify potential recreation programs.
6. Requires the ability to build rapport with patrons of a broad age range and recreational interest.
7. Requires the ability to work independently and collaboratively with volunteers.
8. Requires the ability to adapt well to change, remain flexible and solution oriented.
9. Requires the ability to learn, computer programs including but not limited to Excel, Word, PowerPoint and Outlook.
10. Must abide by the City of Saint Paul’s alcohol and drug free workplace policies and submit to a pre-employment drug and alcohol test.
11. Must abide by the City Employee COVID-19 Vaccination Policy, by being fully vaccinated for COVID-19 prior to employment with the City.
12. Other combinations of education and experience which could provide the knowledge, skills and abilities listed will be evaluated on an individual basis.



WAGE AND BENEFITS:

The wage for this position ranges from \$16.60 to \$30.83 per hour, depending on education, experience, and skills. Full benefits including enrollment in the Alaska Public Employees Retirement System and Supplemental Benefits System, annual leave, and sick leave.

DEADLINE:

This position is open until filled. Apply at the City of Saint Paul during normal business hours by completing a resume and Application for Employment or by requesting and completing an Application for Employment electronically. Applicants with incomplete applications will not be considered for the position. For an Application for Employment, Job Description, or more information contact hr@stpaulak.com or go to www.stpaulak.com.

Posted December 20, 2021