

JOB ANNOUNCEMENT
City of Unalaska
DEPARTMENT OF PARKS, CULTURE, AND RECREATION



OPEN DATE: January 22, 2023
CLOSE DATE: February 23, 2023
POSITION: Recreation Coordinator – Arts, Culture, & Leisure
SALARY: \$31.72 - \$33.65/hourly [Union Position Hiring range - Step 1-3]

The City of Unalaska is accepting applications for the **Recreation Coordinator – Arts, Culture & Leisure** position. Located in the number one commercial fishing port in the United States, the International Port of Dutch Harbor. Unalaska, Alaska, is a coastal community in the Eastern Aleutian Islands with a multi-cultural population of approximately 4,250 full-time residents and seasonal influxes from multiple commercial fishery operations.

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

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

KNOWLEDGE, SKILLS, & ABILITIES: Working knowledge of recreation program planning and implementation 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 regarding maintaining within budget and funds are used more effectively and efficiently. Ability to handle cash transactions, including 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 the public, positive interpersonal skills, and the 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 individually.
- Four (4) years of college with a degree in recreation or related field preferred.
- One (1) year of recreation programming experience required.

LICENSES & SPECIAL REQUIREMENTS:

- Must be at least 18 years of age.
- Must have or have the ability to obtain an Alaska Driver's License within 90 days of hire.
- Must have or have the ability to obtain First Aid & CPR certification within 90 days of hire.
- Must be able to work flexible hours, including evenings and 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 form (I-9)
- Successfully pass a background test, which includes criminal background, professional, and reference checks.
- Successfully pass a pre-employment drug test and future periodic random testing.

BENEFITS:

- If applicable, lump sum relocation assistance (taxable) up to \$7,000, plus airfare for the employee and one family member
- 100% employer-paid medical and dental premiums (employee & dependents)
- 100% employer-paid basic life/AD&D insurance (employee & dependents)
- 100% employer-paid Lifeflight insurance (employee & dependents)
- 7 paid Holidays and 48 hours of Floating Holiday per year
- Paid time off starting at 16 hours a month
- Eligible for State of Alaska Public Employees Retirement System (PERS) retirement
- Eligible for 457 Plans with MissionSquare or Mutual of America
- Up to 100% tuition reimbursement (must be taken while employed; refer to Title III)
- 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
- Education incentive per month dependent on degree Associate \$200, BA \$300, Masters \$400
- Free Membership for Parks, Culture, and Recreation (employee only)

TO APPLY: Submit a City of Unalaska 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 the completed application to the City of Unalaska's Administration Department by email at hr@ci.unalaska.ak.us. Questions? Telephone (907) 581-1252.

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.