



Job Opening

Job Title: Recreation Assistant

Pay Rate: \$15.33/hr. - \$25.18/hr. DOE I/II/III
Full-time Position

Department: Recreation, City of Craig

Date Posted: June 14, 2024

Position Summary

Under the direction of the Recreation Director, the Recreation Assistant is responsible for assisting in the planning, developing, coordinating, implementing, and supervising recreation gym & youth center, events, and athletic programs for the City of Craig Recreation and Aquatic Center. This position has the opportunity for professional growth.

Qualifications

- Must be 18+ years of age
- Must be available afternoons, weekends and possibly evenings.
- Must have a valid driver's license
- Must have good knowledge of youth sports and community recreation and be able to work well with the public.
- Background check required.

Specific Duties

- Assist in developing, organizing, scheduling, and supervising all events and activities sponsored by the City of Craig Recreation and Aquatic Center.
- Set-up and clean gym and youth center facilities.
- Assist with the Community Garden and beautifying the Community Flower Baskets, Annual Farmers and Craft Markets and Bazaars, Fourth of July Festivities, Harvest Festival and Salmon Social and gym activities.
- Recruit volunteers, increase participation, and enhance the consumer experience.
- Assist in promoting and designing marketing materials for programs and events through several different medias including social media, newspaper, and radio.

Preferred Qualifications:

Associate or Bachelor's Degree
Experience in Canva and InDesign Software

Applications

Complete job description and application are available at Craig City Hall, 500 Third Street, or online at www.craigak.com. Please submit completed applications to hr@craigak.com, or drop off at City Hall.

Position open until filled.

The City of Craig is an Equal Opportunity Employer

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