



Summer Work Program (SWP) Coordinator

Job Location: Juneau, Alaska Haines, Alaska Ketchikan, Alaska	Department: Employment Services
Schedule: Seasonal, 30 hrs/week	FLSA Status: Non-Exempt
Pay Scale: \$24-26/hr	Reports To: Recreation & Employment Specialist

SAIL is committed to developing and maintaining a diverse and inclusive workforce.

Summary of Position:

Collaboratively work with partner agencies to execute the Summer Work Program. This program works with high school age students (14-21) over 8 weeks of the summer. The Coordinator will assist in the implementation of the program and supervise approximately 10 youth and a Peer Mentor. Youth will work at job placements in group settings doing trail maintenance or at individual job sites. Additionally, the coordinator will plan and implement education and safety training days at the beginning of the program and during the course of the summer on Friday afternoons. This position works closely with the Recreation and Employment Specialist to ensure the health and safety of students participating in activities.

Responsibilities and Duties:

- Plan and teach job skills classes to groups of participants
- Plan and teach bear and tool safety training classes to a group of participants.
- Respond to students needing behavioral support while on trail
- Lead initiative games, team building and adventure activities to teach soft skills to participants
- Offer quality leadership that results in the safest and most fun possible
- Provide assistance in the day to day management of activities and programs
- Supervise the Peer Mentor
- Maintain confidential program records, e.g. participant information forms, evaluation forms, mailing lists and correspondence
- Responsible for working with the Employment and Recreation Specialist in executing safe and quality experiences for the participants
- Responsible for upkeep and management of program equipment
- Complete any follow up reports and database management for the program.
- Carry out other assignments as required

Skills and Experience Preferred:

- Embraces the Independent Living Philosophy
- Serves as a role model for students
- Ability to work independently and as a team
- Ability to be active each day in the forest and out on the trails
- Trail building knowledge
- Teaching experience
- Knowledge of Alaska lifestyle and challenges
- Knowledge of Native Alaskan Cultures and traditional values
- Personal experience with a disability and/or the independent living movement
- Child, Infant and Adult First Aid
- CPR

Core Competencies:

- Ability to be flexible
- Ability to communicate and work well with a variety of individuals
- Ability to meet deadlines
- Ability to manage stress
- Ability to problem solve situations as they arise
- Ability to work well in a team setting
- Sense of humor in a variety of situations
- Strong self starter
- A commitment to social justice and equity for those SAIL serves and the people we employ

Work environment

SAIL offers a family friendly work environment. All offices are casual. We encourage open and honest communication between team members. The work environment is positive and friendly.

The Summer Work Coordinator in Juneau and Ketchikan will be responsible for being on the trails with teens for up to seven hours a day. Possible exposure to inclement weather; Southeast Alaska is located in a temperate rainforest. Rainfall is common at any time of the year.

Some travel may be required and flexible schedules can be considered depending on job requirements. SAIL is committed to developing and maintaining a diverse and inclusive workforce. **Applicants experiencing a disability are strongly encouraged to apply.** Southeast Alaska Independent Living (SAIL) is an at-will employer.

Employee Signature: _____ Date: _____