

## Employment and Recreation Specialist

**Job Location:** Juneau, AK                      **FLSA Status:** Non-Exempt  
**Schedule:** Full-Time, 37.5 hours/ week                      **Reports To:** ORCA Program Director  
**Pay Range:** \$27.44 - \$31.44/hour

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

### Summary of Position:

The Employment & Recreation Specialist is responsible for leading and supporting programs that empower high school and transition-aged youth with disabilities to develop life skills, explore career opportunities, and gain independence. This position plays a central role in coordinating Pre-Employment Transition Services (Pre-ETS) in Juneau high schools and the Summer Work Program. In addition to youth employment services, the role supports adaptive recreation programs, group facilitation at the SAIL Challenge Course, and the adaptive snowsports season at Eaglecrest.

### Responsibilities and Duties:

- Lead the Pre-Employment Transitions Services program to high school and transition aged youth
- Coordinate the summer work program, including Youth Employment in the Parks (YEP) and individual placements, in collaboration with partner agencies
- Assist in facilitating groups at the SAIL Challenge Course in conjunction with the Juneau ORCA Team
- Assist with ORCA's adaptive snowsports season
- Assist with ORCA activities (i.e., biking, hiking, kayaking, paint nights, etc.)
- Collaborate with Division of Vocational Rehabilitation (DVR) as need to comply with and deliver on Pre-ETS program objectives and secure funding
- Establish and maintain relationships with local employers to provide career exploration and Pre-ETS resources to high school and transition aged youth
- Provide information and referral to consumers, agencies and others
- Work with consumers to facilitate independent living plan goals and objectives
- Complete reports, consumer notes, and other documentation
- Assist in any and all fundraising activities at SAIL
- Other duties as assigned

### Skills and Experience Required:

- Embraces the Independent Living Philosophy
- Serves as a role model for consumers of independent living

- Ability to work independently and as a team
- Comfortable writing professional & narrative style reports
- Ability to lift up to 50 lbs. Accommodations as needed.
- Active Drivers License
- Certificate in Employment Services or upon hire,
- Wilderness First Aid (can be obtained during first year of employment)
- Beginner/Intermediate level skier
- Expertise with personal computers
- Knowledge of disability rights, human service systems commonly accessed by seniors and people with disabilities, other social service resources as well as state and federal benefits programs

### Preferable, but not required skills and experience:

- Knowledge of rural Alaska lifestyle and challenges
- Knowledge of Native Alaskan Cultures and traditional values
- Personal experience with a disability and/or the independent living movement
- Experience with teaching or facilitation

### Core Competencies:

- Ability to be flexible
- Ability to communicate and work well with a variety of individuals
- Ability to manage multiple projects and 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
- 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.

Possible exposure to inclement weather; Southeast Alaska is located in a temperate rainforest. Rainfall is common at any time of the year. Snowfall can be heavy at times. Summers are marked by up to 18 hours of daylight while winter has as little as 6 hours of daily light.

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: \_\_\_\_\_