

## Summer Work Program Coordinator

**Job Location:** Dzánti K'ihéeni (Juneau), AK  
Deishú (Haines), AK  
Kichxáan (Ketchikan), AK  
Sheet'ká (Sitka), AK

**FLSA Status:** Non-Exempt

**Schedule:** Seasonal  
June - July 2025

**Reports To:** Recreation and Employment  
Specialist

**Pay Range:** \$24 - \$27 per hour

### Summary of Position:

The main role of the Summer Work Program Coordinator is to assist in the implementation of the Summer Work Program. This is a 6-8 week (depending on location) supported employment program for 14-20 year-old students who identify as having a disability or have barriers to other employment opportunities. The Summer Work Coordinator will supervise approximately 6-10 youth and a Peer Mentor. Youth will work at job placements both in group settings doing local trail maintenance and individual settings at local businesses. This position works closely with the Employment Specialist to ensure the health and safety of students participating in activities.

### Responsibilities and Duties:

- Teach job skills classes to groups of participants
- Plan and teach bear and tool safety training classes to a group of participants.
- Lead initiative games, team building and adventure activities to teach soft skills to participants
- Collaborate with other agencies in providing work experiences for high school students
- 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 and the summer work crew
- Perform physical labor such as clearing debris, basic landscaping, lifting materials, and using hand tools
- Support community improvement efforts through service projects that may include park cleanups, public space maintenance, or assistance to community partners.
- Maintain confidential program records, (e.g. participant information forms, evaluation forms, mailing lists and correspondence)
- Assist in the implementation of a variety of employment opportunities that address the specific needs and desires of program consumers
- Work with SAIL staff to ensure safe and quality experiences for the participants.

- Responsible for upkeep and management of summer work program equipment, including the SAIL vehicle usage (i.e. keeping the SAIL bus clean, filling up with gas and maintaining log mileage)
- Complete any follow up reports and database management for the program.
- Assist crew members with completing time sheets.

### Skills and Experience Required:

- Embraces the Independent Living Philosophy
- Serves as a role model for students
- Ability to work independently and as a team
- Ability to work in an outdoor setting using trail building and maintenance equipment
- First Aid and CPR certified (or within first week of program)
- Ability to lift 25 lbs (accommodations as needed)
- Alaska Drivers License

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

- Experience working with youth
- 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

### 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: \_\_\_\_\_