



Employment and Recreation Specialist

Job Location: Juneau, AK

FLSA Status: Non-Exempt

Schedule: Full-Time, 37.5 hours/ week

Reports To: Juneau ORCA Coordinator

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 schools and summer programming in collaboration with partner agencies. 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 Transition Services (Pre-ETS) program for high school and transition-aged youth
- Coordinate summer programming (i.e. Summer Work Program and Transition Camps) in collaboration with partner agencies
- Assist in facilitating groups at the SAIL Challenge Course
- Support ORCA recreation programming including adaptive snowsports and year-round activities (i.e. biking, hiking, kayaking, arts programming, and multi-day trips)
- Collaborate with the Division of Vocational Rehabilitation (DVR) to meet Pre-ETS objectives, ensure compliance, and secure funding
- Establish and maintain relationships with local employers to support career exploration and work-based learning opportunities
- Support consumers in developing and achieving Independent Living Plan goals, including providing resources and referrals as needed
- Complete reports, consumer notes, and required documentation in a timely manner
- Participate in SAIL fundraising efforts as needed
- Other duties as assigned

Skills and Experience Required:

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

- Ability to work independently, manage time effectively, and collaborate within a team environment
- Strong written communication skills, including the ability to create clear professional reports and narrative documentation
- Ability to lift up to 50 lbs; reasonable accommodations available as needed
- Valid driver's license and ability to drive program vehicles
- National Certificate in Employment Services (or willingness to obtain within the first year of employment)
- Wilderness First Aid certification (or willingness to obtain within the first year of employment)
- CPR/First Aid certification (or willingness to obtain within the first year of employment)
- Intermediate-level skiing ability with a willingness to obtain Professional Ski Instructors of America (PSIA) Alpine Level 1 certification within the first year of employment
- Proficiency with personal computers including email, the Google Suite, spreadsheets, and data entry
- Working knowledge of disability rights and community support systems relevant to seniors and people with disabilities

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: _____