



We acknowledge that we live, work and learn on Tlingit Aaní.

Employment and Recreation Specialist

Job Location:	Kichxáan (Ketchikan), AK	Department:	Employment & Outdoor Recreation and Community Access (ORCA)
Schedule:	Full Time, 37.5 hours/week	FLSA Status:	Non-Exempt
Pay Range:	\$27.44 - \$31.44/hour	Reports To:	Ketchikan Program Director

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

Summary of Position:

Provide a wide-range of recreation and employment-related services, to seniors, children and persons who experience a disability. This position leads the Pre-ETS (Pre-Employment Transitions Services) program and our Youth Summer Work Program. As a member of the SAIL/ORCA (Outdoor Recreation and Community Access) team, you will collaborate with existing staff to support and expand SAIL's services in Ketchikan.

Responsibilities & Duties:

- Lead the Pre-Employment Transitions Services program to high school and transition aged youth.
- Coordinate the Summer Work Program (Youth Employment in Parks) in collaboration with partner agencies.
- Assist with ORCA activities (i.e. biking, hiking, kayaking, paint nights, etc).
- Collaborate with the Division of Vocational Rehabilitation (DVR) as needed to comply with and deliver on pre-ETS program objectives and maintain relationships with local employers to provide career exploration and Pre-ETS resources to high school and transition aged youth
- Work in cooperation with the Division of Vocational Rehabilitation towards SAIL consumer career goals;
- Provide job search and job placement assistance; job readiness training, on-the-job support, evaluations, and work with local employers for job development and placement
- 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 & Experience Required:

- Embraces the Independent Living Philosophy
- Comfortable writing professional & narrative style reports
- Serves as a role model for consumers of independent living
- Ability to work under pressure and meet tight deadlines
- Certificate in Employment Services or, upon hire, must complete training at earliest opportunity.



Preferable, but not required skills and experience:

- Knowledge of Native Alaskan Cultures and traditional values
- Personal experience with a disability and/or the independent living movement
- Experience with teaching or facilitation
- Experience with issues and activities directly related to the independent living philosophy and Human Services

Core Competencies:

- Ability to be flexible
- Strong interpersonal skills and willingness to network with businesses, community partners, and individuals
- The ability to multitask & manage multiple projects at once and the 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: _____