



Outdoor Recreation and Community Access (ORCA) Specialist

Job Location:	Juneau, AK	FLSA Status:	Non-Exempt
Schedule:	Full Time, 37.5 hours/week	Reports To:	ORCA Program Director
Pay Range:	Volunteer Position through Jesuit Volunteer Corps Northwest (JVC NW)		

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

Summary of Position:

The ORCA Specialist in Juneau is a year-long volunteer position partnered through Jesuit Volunteer Corps Northwest (JVC NW). Jesuit Volunteers serve full-time with local organizations throughout the Pacific Northwest while living in community with other program members. JVC NW provides housing and a living stipend. Interested candidates must apply through [JVC Northwest](#) in order to be considered.

Responsibilities and Duties:

- Coordinate outdoor recreation activities for individuals of all ages who experience disabilities or are aging
- Assist with pre-employment transition services, such as interview workshops, job tours, and life skill development
- Organize and coordinate the ORCA recreational loan closet items
- Provide referrals to partner organizations
- Arrange, plan and facilitate outreach through community presentations at health fairs or community events.
- Complete data input and maintain records of services provided to consumers

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
- Ability to work under pressure and meet tight deadlines
- Expertise with personal computers
- Experience writing grant proposals or other forms of professional written communication
- 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
- Drivers License

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: _____