



Summer Work Program Coordinator

Job Location: Dzánti K'ihéeni (Juneau), 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 - \$26 per hour

Summary of Position:

Collaboratively work with partner agencies to carry out the Summer Work Program. The Summer Work program works with high school age students (14-21) over 6-8 weeks of the summer. The Summer Work Coordinator will assist in the implementation of the program and supervise approximately 6-10 youth and a Peer Mentor. Youth will work at job placements both in group settings doing trail maintenance and individual settings at local businesses. Additionally, the coordinator will plan and implement education and safety training days at the beginning of the program and during the course of the summer on Friday afternoons. This position works closely with the Employment Specialist to ensure the health and safety of students participating in activities.

Responsibilities and Duties:

- Plan and 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 that will act as a lead on the trail crew
- 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
- Responsible for working with the SAIL Staff in executing safe and quality experiences for the participants
- Responsible for upkeep and management of program equipment
- Complete any follow up reports and database management for the program.
- Carry out other assignments as required

Skills and Experience Preferred:

- Embraces the Independent Living Philosophy
- Serves as a role model for students
- Ability to work independently and as a team
- Ability to be active each day in the forest and out on the trails
- Trail building knowledge
- Teaching experience
- 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
- Child, Infant and Adult First Aid
- CPR

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: _____