



City of Seldovia

P.O. Drawer B, Seldovia, Alaska 99663
Phone: (907) 234-7643, Fax: (907) 234-7430
Email: cityclerk@cityofseldovia.com

POSITION OPEN CITY OF SELDOVIA JOB DESCRIPTION

Job Title: SOCC Facility Coordinator
Reports to: City Manager
Hrs./Week: 10-15 Hours/Week; 44 weeks/year
Salary: DOE

JOB DESCRIPTION: Responsible for the operation of the Sea Otter Community Center and programs

DUTIES & RESPONSIBILITIES:

- Oversees recreational services at the SOCC
- Trains interested program volunteers
- Coordinates volunteer time and maintains schedule for the SOCC usage by the community
- Prepares reports for service area board meetings and attends monthly board meetings
- Communicates between the Kenai Peninsula Borough, City of Seldovia, SRSA Board, and the public
- Purchases supplies and equipment for the SOCC, completes KPB pay requests, and keeps accurate petty cash logs
- Works cooperatively with other local agencies to meet the goals of the service area
- Keeps the City Manager informed of essential information

QUALIFICATIONS:

- Excellent written and oral communication skills
- Ability to work cooperatively with a variety of agencies and individuals
- Experience supervising others
- Ability to work within budget guidelines
- Basic computer knowledge, such as: Microsoft Office or similar software programs, database use experience, including ability to prepare spreadsheets, grant materials, and PR publications
- Internet familiarity
- Teleconferencing setup and facilitation
- CPR & First Aid Certification
- Team Player

NOW ACCEPTING APPLICATIONS FOR THIS POSITION
APPLICATION FORMS ARE AVAILABLE AT THE CITY OFFICE OR WWW.CITYOFSELDOVIA.COM
OPEN UNTIL FILLED

*The City of Seldovia is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, national origin, color, sex, age, veteran status, or disability. It is our intention that all qualified applications be given equal opportunity and that selection decisions are based on job related factors.