

HAINES BOROUGH
HAINES, ALASKA
PUBLIC NOTICE

POSITION OPENING

Museum Aide



The Haines Borough is accepting applications for a regular, part-time Museum Aide. This position is under the direct supervision of the Museum Director and is responsible for conducting tours, interpreting local history, and overseeing or assisting with museum operations and special museum projects, as assigned. The work schedule will be flexible (25 hours per week from May-August and 15 hours per week from September-April) and may include nights, weekends, and holidays.

Minimum Qualifications: High school graduate or the equivalent. The ability to work the required flexible schedule. The position requires physical activity, lifting/moving objects, and the ability to negotiate stairs.

Wage: The starting wage is \$11.00/hour with SBS (in lieu of Social Security). This position is subject to PERS. Holiday and Personal Leave pay with union membership. All new employees are subject to a probationary period.

Application Deadline: Deadline for first review of applications is 5:00pm, May 22, 2014, or thereafter until filled.

Application Procedure: Submit, via mail, fax, or email, a completed Haines Borough application form. The application and job description may be found at www.hainesalaska.gov or by contacting:

Office of the Borough Clerk
P.O. Box 1209, Haines, AK 99827
Haines Borough Administration Building, 103 S. Third Ave.
Phone: 907-766-2231 Fax: 907-766-2716
jcozzi@haines.ak.us