

# WRANGELL COOPERATIVE ASSOCIATION

P.O. Box 2021 • Wrangell, Alaska 99929

Telephone: (907) 874-4304

Fax: (907) 874-4305

Email: [wcatrbe@gmail.com](mailto:wcatrbe@gmail.com)

## POSITION DESCRIPTION

### Tourism Coordinator

#### INFORMATION

Department: Tourism

Type of Position: Non-Exempt

Location of Work: Wrangell, AK

Approved By: WCA Council

Salary Grade(s): DOE

Hours: 37.5 hrs/week

#### POSITION DESCRIPTION

Wrangell Cooperative Association (WCA), a federally recognized Tribal government, is accepting applications for the position of Tourism Coordinator. The Tourism Coordinator will continue to develop the Tourism Department for WCA. Currently, Shakes Island Tours offer traditional Tlingit performances inside of Chief Shakes Tribal House, treating guests to a unique cultural experience of song, dance, and storytelling. The Tourism Coordinator manages these tours and eventually the WCA Cultural Center Gift Shop. The Tourism Coordinator will report to the WCA Tribal Administrator and will help provide structure for our growing tourism program as the primary contact for tour operators, supervisor to all Shakes Island Tours employees, manager of the Chief Shakes Tribal House, and catalyst for Gift Shop set-up and recruitment.

#### REPORTING RELATIONSHIPS

Reports To: Wrangell Cooperative Association Tribal Administrator

#### JOB RESPONSIBILITIES:

- Advertise for and hire storytellers, dancers and performers for Shakes Island Tours.
- Maintain up to date contracts with tour companies/cruiseships.
- Coordinate Shakes Island Tours employees for performances in Chief Shakes Tribal House during the tour season.
- Create work schedule, training/practice schedule, and coordinate regular tourism staff meetings.
- Confirm scheduling with contracted cruise companies and pre-registered private groups 72 hours in advance of performance and re-confirm 24 hours in advance of performance.
- Advertise locally for non-contracted, non-registered performances on days with peak visitors.

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- Ensure Chief Shakes Tribal House interior is clean and presentable the day prior to a performance; remove trash, floors swept and mopped regularly, survey for maintenance issues.
  - Prep Shakes Island and the Tribal House the morning of any performance: Tribal House unlocked, lights on, flags placed on bridge, sandwich boards set up if necessary.
  - Manage hours worked by Tribal Tour employees, approving clock in/out times.
  - Ensure performances start and end on time, stick to the schedule and outline set with the Tribal Administrator and per contracted tour companies.
  - Collect gratuities upon performance completion and complete required reports for Tribal Administrator and Bookkeeper.
  - Manage property maintenance for Shakes Island, Totem Park, Shakes Grave and the Cultural Center.
  - Report any issues to Tribal Administrator pertaining to staff or facilities, provide suggestions to address problems if able.
  - Provide monthly reports for the WCA Tribal Council, attending meetings when requested.
  - Research and apply for available tourism and economic development grant funding opportunities.
  - Travel may be required for marketing and training purposes.
  - Additional duties as assigned by the Tribal Administrator
- Eventual goal: Opening the Cultural Center gift shop.
- Recruiting artists for consignment sales of art inside Gift Shop.
  - Collaborating with other Tribes to develop Gift Shop operations policies.
  - Light cleaning of Cultural Center facilities.

## QUALIFICATIONS:

- Excellent public speaking and customer service skills
- High School Diploma or GED required. Associate or bachelor's degree preferred
- Valid Alaska Driver's License
- Computer knowledge regarding MS Word, MS Excel, MS PowerPoint, social media
- Flexible self-starter that takes initiative
- Aptitude for detail and accurate record keeping to ensure compliance with any grant expectations
- Demonstrated ability to be a reliable worker (show up on time, consistent with the required work schedule)
- Knowledge of Tlingit Culture, Wrangell history and general Alaskan history
- Two years of experience in the tourism industry and working in a supervisory position preferred

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## BENEFITS:

- Paid Time Off Accrual, one week of paid subsistence leave; and one week paid leave (Christmas)
- SIMPLE IRA
- Healthcare Reimbursement

## CONDITIONS OF HIRE

- All employment at WCA is “at will”. This means that the employee or WCA may terminate employment at any time and for any reason. Unless specified in writing, no term of employment is expressed or implied for this position.
- WCA is a no tolerance workplace. All regular employees must pass an initial and random drug screening and potentially a random alcohol screening to be eligible for and maintain employment.
- WCA has several positions which require a criminal background check for the safety of our clients. All employment offers in the “covered” classification are conditional until WCA has received a Federal criminal background check verifying eligibility to work in these programs.
- Native preference in hiring applies as outlined in the WCA Hiring Policy and Procedures.

This Job Description describes the essential functions and qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities, or qualifications of the job. This document is not intended to exclude modifications consistent with providing reasonable accommodation for a disability. This is not a contract. Your signature indicates that you have read this Job Description and understand the essential functions of and qualifications for the job.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tribal Administrator

\_\_\_\_\_  
Date