



CITY & BOROUGH OF SITKA
BOARD/COMMITTEE/COMMISSION APPLICATION

Municipal Clerk's Office, 100 Lincoln Street, Floor 3
Phone: 907.747.1826 Fax: 907.747.7403 Email: clerk@cityofsitka.org

Submit this completed application AND either a letter of interest or resume to the Municipal Clerk's Office by noon on the Wednesday prior to an advertised Assembly meeting.

Board/Commission/Committee Applying For: Parks and Recreation Committee

Name: Candace M. Rutledge Phone Number: [REDACTED]

Mailing Address: [REDACTED]

Email Address: [REDACTED]

Length of Residence in Sitka: 8 years Registered to vote in Sitka? ☒ Yes ☐ No

Employer Business Name and your position: Crnk Services, owner

Organizations you belong to or participate in: Bear Mountain Car Rental, owner

American marriage Ministries, officiant
Parks and Recreation Committee, Vice Chair

Explain your main reason for applying:

I am reapplying for my seat because I enjoy volunteering and wish to continue in my role with a fair and balanced view.

What experience or credentials will you bring to the board, commission, or committee membership?

See resume & letter of interest

Appointments are typically made during Assembly meeting open sessions. However, Assembly members may vote to discuss applicant(s) in closed executive session. In this case, do you wish to be present when your application is discussed? ☐ Yes ☒ No

Potential conflicts of interest that may arise from your appointment must be disclosed. These may include, but are not limited to, a substantial financial interest of \$1000 annually that could be influenced by your appointment, or an immediate family member employed within the scope of this appointment. Do you have any potential conflicts of interest to disclose? ☐ Yes ☒ No

If yes, please explain:

I understand this is a volunteer position appointed by the City and Borough of Sitka Assembly and requires regular meeting attendance. I further understand this application is public information and the merits of my appointment may be discussed at a public forum. In addition, my name may be published in media outlets. If I am appointed to serve, I will follow all laws, procedures, and practices associated with my appointment.

I certify that the information in my application is true and accurate.

Date: 10/8/25 Applicant Signature: Candace M. Rutledge

Whom it May Concern,

I have a passion for volunteer work and working with youth, I believe these go hand-in-hand for members of city committees and commissions. In Sitka I have coached gymnastics for Sitka's Parks and Recreation Department, coached volleyball at MEHS, was a Girl Scout Troop Leader, I have been on the Historic Preservation Commission for two nonconsecutive terms, and currently hope to continue in my role on the Parks and Recreation Committee.

I am originally from Georgia and have lived in San Diego and South Korea as well. I am well traveled having visited 17 countries and counting. I have been in Sitka for eight years now and am happy to be settled in and call Sitka home. I believe that it is advantageous to bring in varied perspectives in order to creatively look at possibilities and problems alike so we may fully optimize everything that Sitka has to offer its community.

I have included my resume and focused on jobs and a volunteer position that educates and supports youth. Please reach out with any questions that you may have.

Thank you for your time and consideration. I look forward to your response.

Sincerely,

Candace W. Rutledge

Candace Michelle Rutledge

Experience

Parks and Recreation Department: Sitka, AK May 2023-Nov. 2024

I coach gymnastics for the community through the Parks and Recreation Department. I coach my students to reach their full potential physically while instilling the discipline necessary to develop and grow as gymnasts. Planning curriculum, training student-assistants provided from the public school system in Sitka, making recommendations about appropriate levels and class placement for students, recommending equipment to order and utilize, etc.

Sitka Gymnastics Academy: Sitka, AK January 2018 - September 2020

Coaching students to reach their full potential physically while instilling the discipline necessary to develop and grow as gymnasts. Planning curriculum, running seasonal camps/workshops, supervising and coordinating performances, etc. are some of my responsibilities.

Girl Scouts: Sitka, AK 2020-2021

I was Troop Leader of Troop 4104 for one year, the troop became inactive due to Covid-19 and we did not reactivate when the pandemic subsided in intensity. During my time as a Girl Scout Troop Leader, I enjoyed helping to build my troop member's courage, confidence, and character.

VIPkid: Beijing, China December 2015-2020

Instruct students one-on-one in a Skype-like classroom, using the American curriculum provided by the company. Encourage the students to enjoy learning English and using rich TPR to engage the students in the lessons. Provide assessments and feedback in order to give tips on where to improve and keep the parents and students aware of their progress.

Air Force Aviation and Science High School: Jinju, South Korea March 2015-February 2017

Teaching English as a second language to high school aged pupils as well as group tutoring sessions with my superiors and co-workers. Lesson and curriculum planning by semester, implementing a variety of technology and media forms to create a multi-dimensional learning experience. Active participation in school festivals, events, sporting competitions, and extracurricular activities. Open office hours, in addition to by appointment.

Kang Chelsu Academy: Yeosu, South Korea September 2012-December 2014

Teaching English as a second language to elementary and middle school aged students. Selection of student's books, workbooks, as well as making my own lesson plans. Working closely with my co-teacher to assess areas in which students need encouragement and growth. Writing monthly evaluations of each student's progress/performance.

Athens-Clarke County Public School System, Athens-Clarke County, GA

September 2011-August 2012

During my time in the public school system in the U.S. I taught all grade levels and subjects.

Using the lesson plans left to me by the absent teachers, I instructed the students and created a warm and welcoming learning environment while their teachers were away.

Education

The University of Georgia: 2003-2012

BA in Anthropology, with Minor's in Classical Culture and Women's Studies

Alaska Real Estate Salesperson Test: 2022

TEFL Express Certification, Online Course, 160hr Certification: 2014