

POSITION DESCRIPTION

PART TIME CLERICAL/ADMINISTRATIVE SUPPORT

Department: Recreation

Location: Community Recreation Center

GENERAL PURPOSE

Under the direction of the Recreation/Parks Supervisor, this position will assist in the organization and day-to-day operational support required at the Community Center.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs the function of making sure all proper accounting procedures are followed.
- Helps recruit, train and supervise staff and volunteer desk help as needed.
- Assist Recreation/Parks Supervisor with Secretarial and Clerical Services.
- Assist in the preparation and maintenance of program marketing items, paid weight room memberships, accurate class registration records, instructor pay vouchers, room rental contracts, work schedules, volunteer sign-up sheets, and other communications.
- Responsible for accuracy of data entry, account maintenance, payments, and billing for services and account management.
- Answers questions from the public in a timely manner and makes referrals to proper staff members if warranted.
- Answers telephones and relays messages in a timely manner.
- Ensures that the facility is properly secured against open access, that all persons that enter the facility are paid and sign in as required.
- Responsible for general office correspondence and assisting with, purchase orders, accounts payable and receivable, departmental payroll, filing, and interaction with department heads, members of the public and other agencies.
- Supervise and operates the front desk area.
- Coordinate the day to day oversight on cleanliness and decorations at the center.
- Create file system and files correspondences and documents for the department.
- Serve as part of the centers' sales team by assisting in member service, membership enrollment, rental bookings, pre school enrollment, and other point of sales activities.
- Helps maintain supplies and inventory of supplies for the center.

- Serve as a positive role model for the center and the Village of Jefferson.
- Assist other staff and perform any other duties as assigned.

PERIPHERAL DUTIES

Fill in for Supervisor and other employees as required.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from a high school or GED equivalent.
- (B) (2) or more years experience working in the clerical field.

Necessary Knowledge, Skills and Abilities:

- (A) Skill in operation of listed tools and equipment.
- (B) Perform duties accurately; effectively meet and deal with the public; read, write and communicate effectively using the English language.
- (C) Must pass required background checks.

SPECIAL REQUIREMENTS

CPR and First Aid Certification Necessary.

Strong public relations skills. Experience in sales techniques. Must display an outgoing personality, enabling him/her to relate well to members, participants, guests and the community at large. Proven skills as a leader and team player.

TOOLS AND EQUIPMENT USED

Telephone system; personal and network computer including word processing, spreadsheets, databases and Financial Software; copy machine and other office equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This Multi – function facility including program areas requires a high level of contact with members and the community.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is required to walk; use hands to finger, handle, or feel objects, equipment, or controls; and reach with hands and arms.

The employee must lift and/or move up to 50 pounds on a repetitive basis and occasionally 90 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Will be required to attend meetings and activities outside of the handicapped assessable building that may not be handicap accessible.

The noise level in the work environment is usually quiet; however the environment may range from quiet to noisy in a very short period of time.

SELECTION GUIDELINES

Formal application, review of education and experience to determine Knowledge, Skills and Abilities; oral interview and reference check; job related tests may be required.

DISCLAIMER:

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position classification. It is not intended to be constructed as an exhaustive list of responsibilities, duties and/or skills required of personnel so classified. Employees are required to perform duties assigned by their supervisor.

Employee _____
Date _____

Supervisor _____
Date _____