

PART-TIME OFFICE ASSISTANT POSITION

NATURE OF WORK – Under the supervision of the Recreation Director, perform general office, administrative and bookkeeping procedures, assist with program implementation, plan and run special events, and obtain program sponsors and team coaches. Work an average of 20-25 hours per week.

EXAMPLES OF WORK PERFORMED (The following examples are intended to be descriptive but not restrictive)

- Plan and oversee special events
- Assist with program implementation
- Obtain program sponsors, team coaches, sports officials, and volunteers from within the community
- Assist with the coordination and communication of staff, coaches, sponsors, and parents to ensure programs are operating efficiently
- Assist with upkeep and inventory of sports equipment
- Assist with preparing equipment for programs
- Assist with day-to-day office operations and customer service
- Balance money drawer at the end of each business day or as needed
- Help maintain accurate financial records for all program expenses and revenues
- Help with weekly bills to be paid
- Help prepare recreation employee timesheets and submit them for payroll
- Develop and distribute department flyers, brochures, press releases, inserts and ads with approval from the Director
- Assist with updating website and social media
- Assist the director with projects and tasks
- Assist the administrative assistant with projects and tasks
- Perform related duties as required

ESSENTIAL KNOWLEDGE AND SKILLS

An employee in this class upon appointment should have the equivalent of the following training and experience:

- Diverse knowledge of sports
- Ability to work flexible hours, including evenings
- Diverse knowledge of bookkeeping and record keeping skills
- Computer literate: Word, Publisher, Excel, BS&A, ReCPro
- Ability to deal courteously and professionally with staff and public.
- Must have valid driver's license