



Recreation Administrative Assistant

Job Title: Recreation Administrative Assistant

This position is part-time seasonal with varying hours throughout the season depending on the workload of the Commission. Hours will vary up to forty (40) per week; with the busiest time being April through September and limited hours in spring/fall months. Work hours may include early mornings, nights, weekends, and some holidays.

Job Description: The Recreation Administrative Assistant provides program assistance, office support, and other duties as assigned. The Recreation Administrative Assistant will be assisting in registrations and general office duties, along with recreation programs and special events. The position may involve sitting or standing for long periods of time and lifting of more than 25 pounds, as needed.

Compensation is \$14 per hour. This position is non-exempt and eligible for overtime. Overtime hours need to be pre-approved by the Executive Director. The Recreation Administrative Assistant is accountable to and reports to the Recreation Manager.

Work Activities:

Office Support

- Ability to use a computer including programs such as Microsoft Word, Excel, and Publisher
- Provide customer service at the front desk; assists customers with questions
- Completes registration for programs and rentals
- Handles cash control and credit card transactions
- Prints season passes for pools
- Answer phones and take messages
- Conducts photocopying, scanning, and faxing
- Provide facility tours of the Day Street Community Center
- Complete basic office duties as assigned

Recreation/Special Event Assistance

- Assist with recreation programs and special events, set-up, clean-up, and organize materials as needed
- Distribute marketing materials in the community and schools
- Attend expo events as scheduled to represent SROSRC
- Make phone calls; order supplies

Day Street Community Center/General Tasks

- Restock supplies – toilet paper, paper towels, etc.
- Conduct general clean-up duties

Other Duties as Assigned.

***Clearances required:**

- PA Child Abuse Clearance <https://www.compass.state.pa.us/cwis/public/home>
- Pennsylvania Access to Criminal History <https://epatch.state.pa.us/Home.jsp>
- FBI Fingerprint Check http://www.pa.cogentid.com/index_dpwNew.htm (Dept. of Human Services)