

Greenville Recreation and Community Center Employment Opportunity Administrative Assistant Position Description

Nature of Work: to coordinate, manage, and implement administrative services to the recreation and community center building. Provides administrative support to facilitate communications for an extensive Community Center and Recreation Department.

Duties:

- Participate in the development of goals and objectives as well as policies and procedures; make recommendations for changes and improvements to existing standards, policies, and procedures; participate in the implementation of approved policies and procedures; monitor work activities to ensure compliance with established policies and procedures.
- Assist with community event and recreation publicity; update website, event calendars, assist with publication and dissemination of print media.
- Monitor staff and program calendar
- Collect and process cash transactions for recreation and community center sales; registrations, facility rental, equipment rental.
- Process daily deposits and monthly invoicing.
- Maintain database for all program participants using Microsoft Access.
- Maintain the online recreation registration forms; create and manage forms using online registration software.
- Prepare periodic reports; maintain files and records.
- Supervise special events.
- Respond to complaints and requests for information.
- Maintain administrative records for accounts payable and receivable and forward to finance department.
- Compose routine letters, reports and notices.
- Manage incoming phone calls using multi-line phone.
- Disseminate accurate program and facility information to customers.
- Attend weekly administrative meetings.
- Perform other duties as assigned by the Director and Programmers.

Skills Preferred:

- Practical experience in the field of recreation, marketing, public relations and customer service.
- Experience with social media and other marketing tools.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases with the knowledge of Microsoft Word, Excel, Publishing, Access, Power Point or Windows 7.
- Operate office equipment including computers and supporting word processing, spreadsheet and database applications.
- Communicate clearly and concisely, both verbally and in writing.
- Detail oriented, able to multi-task and work in a fast paced office environment.

Education:

- High School diploma required.

Hours:

- 25 hours per week, some weeknight and weekend hours required.

Compensation:

- \$9.00/hr-\$10.00 DOE

Resume/Applications accepted until position filled; priority given to applications received by **January 25, 2017.**

Applications are available at the Greenville Recreation Department, 900 E. Kent Rd., Greenville, MI 48838 or [click here](#). Email: kberry@greenvillemi.org. City of Greenville is an equal opportunity employer.