

<p style="text-align: center;">Town of Waterboro Position Description</p>
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Position Title: Assistant to Recreation Director

Date: June 2019

Reports To: Recreation Director and Town Administrator

GENERAL SUMMARY:

Under the daily supervision of the Recreation Director, this position helps perform, coordinate, and oversee administrative and some programmatic duties in support of the Recreation Department. Provides administrative support and office management services for the Recreation Director and Recreation operations, including varied and complex office duties. This position will also occasionally fill in as needed for the Recreation Director.

ESSENTIAL JOB FUNCTIONS:

- Promotes and maintains responsive community relations through courteous and prompt customer relations and services.
- Provides occasional fill-in coverage as needed for our Funergy before and after school program. This could be as early as 5:45 am or as late as 6:15 pm especially on stormy winter days when school may be cancelled but Funergy remains open to help working Waterboro parents. There will also be some occasional Saturday work time to help with weekend programs.
- Collects and processes registration fees for Recreation programs.
- Assist public in completing forms, answering questions, and giving information on programs and services.
- Answers telephone and handles routine inquiries about department operations as authorized, or refers them to proper Town official for answers.
- Responsible for design, creation and distribution of public information possibly using MS Word, Excel, Publisher, Adobe Acrobat or similar software.
- Researches and prepares requested reports.
- Maintains equipment and supply inventory, maintains records relating to receipt and issuance of materials or equipment.
- Oversees daily Recreation operations including processing deposits, invoices, purchase orders and using the Town's municipal accounting software as needed.
- Performs related typing, clerical, and recordkeeping duties as needed.
- Other duties as assigned

SKILLS/EXPERIENCE/TRAINING REQUIRED:

Duties require knowledge of business procedures or bookkeeping skills equivalent to completion of a high school diploma and one to three years of related experience, or equivalent combination of education and experience.

Knowledge of modern office procedures, practices, and equipment.

Ability to work independently in general work situations.

Ability to perform a variety of standard math computations.

Ability to use computerized recordkeeping and registration programs.

Ability to establish and maintain effective working relationships with other Town officials, employees, and the general public.

Proficiency in the use of modern desktop computers. Must have strong working knowledge of MS Word, Excel and Publisher or similar graphics/publishing software

Ability to maintain records and prepare reports.

Accurate and proficient keyboarding skills.

Proficient in cash handling.

Able to make deadlines under pressure.

SUPERVISORY RESPONSIBILITY:

This position has minor supervisory responsibilities if filling in for or supporting the Recreation Director during winter weather school cancellation Funergy situations, summer camp or senior trip programs.

WORKING CONDITIONS/PHYSICAL DEMANDS:

Normal office environment, not subject to extremes in temperature, noise, odors, etc.

Regularly assist citizens or children with Funergy, summer camp or senior trip programs as needed.

May spend extended periods at terminal, on telephone, or operating other office machines, requiring eye-hand coordination and finger dexterity.

Work includes bending crouching, reaching, standing, walking, sitting and lifting.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

***External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

Approval

Date

This 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.