

## City of Buellton

### PART-TIME RECREATION CENTER ASSISTANT

#### Job Description

#### **GENERAL STATEMENT OF DUTIES:**

Performs a variety of secretarial and clerical support functions related to the activities and operations of the Recreation Center Office, including word processing, maintenance of files, processing forms and payments, maintaining accurate financial records and program statistics, and providing assistance and information to the public. This job requires knowledge of office policies and procedures and functions at an entry-level classification.

#### **SUPERVISION:**

Under the administrative direction of the Recreation Center Programmer or designee.

#### **EXAMPLES OF DUTIES:**

1. Performs a variety of general secretarial and clerical duties.
2. Provides assistance and information to the public. Answers telephone and assists public at Recreation Center Office.
3. Handles money and authorizes credit and debit card payments.
4. Assists in coordinating a comprehensive recreation program including activities for youth, adults, family, and seniors.
5. Participates and instructs in a variety of recreational programs as required.
6. Assists in preparing and publishing recreation department advertisements, memorandums, press releases, monthly calendars.
7. Assists in correspondence, memos, and reports.
8. Operates a variety of standard office equipment as appropriate to assignment, including computer, printer/copier/scanner/fax, calculator, word processing software, and telephone.
9. Performs other related duties as assigned.

**PHYSICAL DEMANDS AND WORKING CONDITIONS:**

Bending, stooping, kneeling, reaching, lifting and carrying approximately 40 pounds at waist high level. Frequent standing and walking required. High to moderate requirement for hand coordination, visual and cognitive abilities. Ability to hear clearly over distracting noise.

**EDUCATION AND EXPERIENCE:**

Graduation from high school or GED Certificate required, including or supplemented by one to two years of increasingly responsible clerical experience involving public contact. Two years professional experience in adult and youth recreational services.

**This job description is not intended to be all-inclusive. An employee may also perform other reasonable related duties as assigned by his/her immediate supervisor. This is a temporary part-time position and offers no benefits.**