



Recreation Administrative Specialist

Wilmette Park District

Contact Name: Liz Cox

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Contact Phone:

Closing Date:

Salary: \$54,632 to \$73,752

Description:

SUMMARY:

Under the supervision of the CRC Recreation General Manager, the Recreation Administrative Specialist is responsible for performing the administrative and clerical support functions inherent in the daily operation of the Community Recreation Center along with subsequent programming. The Recreation Administrative Specialist shall interface with Park District staff and be available to assist them with requests or questions. In addition to clerical responsibilities, including registration software, word processing, purchasing and reconciliation, this individual shall deal with the public in a manner that enhances the image of the Park District.

ESSENTIAL DUTIES and RESPONSIBILITIES include the following (other duties may be assigned):

Prioritize, create, edit or update forms, handbooks, correspondence, manuals, newsletters, reports and signs as directed by the Recreation General Manager, Recreation Program Manager, Recreation Supervisors, and Mallinckrodt Center Manager.

Process registration, transfers, cancelations, and refunds utilizing RecTrac software.

Responsible for collaborating with the Recreation Supervisors to input seasonal registration details utilizing RecTrac software in advance of brochure creation.

Assist with the management of seasonal waitlist to maximize enrollment and customer experience.

Assist with the preparation of seasonal programming, productions, camps, and special events as needed.

Process seasonal Independent Contractor invoices.

Effectively manage customer experience and work creatively to resolve any issues.

Maintain a high level of knowledge of Park District facilities, their locations and services, including personnel and their responsibilities, employees' telephone extensions and general Park District operational rules and ordinances.

Reconcile Purchase Card (p-card) for CRC Recreation General Manager, Recreation Program Manager, Recreation Supervisors, and Mallinckrodt Center Manager

Reconcile and distribute Community Recreation Center petty cash.

Assist with purchasing of supplies in accordance with Park District policies and procedures.

SAFETY RESPONSIBILITIES

Actively support the safety program that will effectively control and reduce accidents and injuries.

Obey all Park District and Departmental safety rules, regulations and procedures established by the Wilmette Park District that are pertinent to the activities conducted by the department.

Promptly report to the CRC Recreation General Manager all unsafe actions, practices or conditions observed.

Attend and participate in required safety training.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE

Preference for Bachelor's Degree or equal.

Minimum 3 years related experience and/or training; or equivalent combination of education and experience.

Required Skills. Advanced skills in Microsoft Word, Excel and Outlook for e-mail.

General working knowledge of PowerPoint, Publisher and Adobe.

Experience with RecTrac registration software, preferred.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, correspondence and memos in English.

Ability to edit and/or write reports, business correspondence and procedure manuals in English.

Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear.

The employee is frequently required to use hands to finger, handle, or feel objects, tools or controls.

The employee is occasionally required to lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level of the work environment is usually quiet to moderate.

APPEARANCE/CONDUCT

This position requires a specific code of conduct which includes personal grooming and appearance.

Professional, courteous interactions are required when dealing with staff and the general public.

Maintain confidentiality in all matters.

HOURS & COMPENSATION

The Recreation Administrative Specialist normal working hours are Monday through Friday, 9:00am-5:00pm; there are opportunities for a work from home schedule two-three days a week based on the needs of the agency.

General hours of duty will be approved by the CRC Recreation General Manager and Superintendent of Recreation for the various seasons of the year.