



Administrative Assistant

South Suburban Special Recreation Association (SSSRA)

Contact Name: Sarah Sizemore

Contact E-mail: sarah@sssra.org

Contact Phone: 815-806-0384

Closing Date:

Salary: \$38,000 - \$41,000

Description:

The Administrative Assistant is responsible for the orderly process of participant registrations, for producing professional-looking board packets, and for the performance of specialized assistant projects. The Administrative Assistant must have general office skills, detailed record-keeping abilities, clear communication skills, and a positive customer service approach with SSSRA families, vendors, and patrons.

Qualifications:

High School Diploma, Minimum of 3 years of office experience, including knowledge and proficiency of computers, including but not limited to *Word* and *Excel*. Experience with the Community Pass registration program is a plus.
Experience with general office equipment, such as a copier, printer, postage machine, and calculator.
Ability to demonstrate effective verbal and written communication skills.
Pre-employment physical, including drug and alcohol test, required.

Duties:

To maintain accurate and current registration records by recording payments & refunds, changing/adding/dropping programs, updating program rosters, and participant medical forms. In addition to entering registrations and annual information forms (AIF) when applicable.
On a seasonal basis, complete and submit attendance sheets & program roster reports for staff before programs begin.
To type agency correspondence, projects, and monthly board packets and create or edit forms.
To proofread board minutes, claims list & financial statements monthly.
Perform daily opening and closing duties such as monitoring the exterior mailbox, opening/closing the counter gate, turning off/on the telephone night ring, etc.
Daily Tasks may include, but are not limited to, answering phones, updating the Mail Log, sorting, date-stamping, and distributing mail.
Weekly Tasks may include, but are not limited to, Staff Weekly Schedule, Update Program Rosters, contact families with outstanding balances, and empty the garbage on Friday.
Seasonal Tasks may include but are not limited to input and proof brochure in the registration software program (Community Pass), create new registration packets, run program rosters, prepare scholarship requests for the Executive Director, seasonal statistic reports, and maintaining the multi-

program discount log.

All other duties deemed necessary by the Superintendent of Finance or the Executive Director.

SAFETY DUTIES:

To actively support the safety program.

To obey and enforce the safety rules, regulations, and procedures established by the safety program.

To continually observe and evaluate work conditions and procedures to detect and correct unsafe conditions and practices.

To promptly report to supervisor all accidents and injuries occurring within the course of employment, no matter how minor.

To cooperate with and assist in the investigation of accidents to identify causes and corrective measures to prevent their recurrence.

PHYSICAL REQUIREMENTS

SITTING: up to 40 hours per week

STANDING: intermittent for copying, filing, etc. 5-10 hours per week

GRASPING: writing utensil, as many hours per week as needed

STOOPING: filing 1-3 hours per week; obtain files

FINE MOTOR SKILLS: to operate computer, telephone, copier & calculator

LIFTING: to lift supplies and equipment up to 50 lbs.

TRANSPORTATION: ability to get to and from work

HEARING/SPEAKING: to answer phones, communicate with participants and staff