

Town of Seabrook Recreation Department

Seabrook Recreation Department Part-time Employment-Clerk

General Descriptions: To assist the Director of Recreation and Office Supervisor with tasks that often require computer applications and handle the initial daily office needs of the public.

Qualifications:

- Must be 18 years or older
- Desire high school diploma or GED equivalent
- Desire 2 years experience working in an office setting assisting public
- Previous experience and demonstrated proficiency in Microsoft Word, Excel, Power Point, Publisher and Outlook software
- Previous experience working with on-line registration software; specifically recreation software
- Previous experience developing and maintaining various forms of marketing materials
- Previous experience maintaining a website
- Previous experience working with various Social Media outlets
- Proper phone etiquette
- Previous experience in customer service and daily office tasks
- Must be able to pass criminal background check and drug screening

Performance Qualities: Applicant must be friendly, willing, and interested; should enjoy working with public and enjoy people of all ages; must be very flexible; must be able to take directions and fulfill the projects assigned in a timely manner; have good listening skills and be able to conduct them self in a manner which promotes a positive image for the department and the Town of Seabrook. Willing to learn the Department's registration software system.

Equipment Used:

Computer (Windows 2007/MS Office Professional) Copier
Calculator Multi-line Telephone
I.D. Machine
Laminator
Registration Software

Hours: Monday thru Friday/mornings & afternoons–28 hours per week+ (SRC Minutes)

Duties:

- Assist the Department with day-to-day office tasks.
- Handle basic office duties such as answering phones, filing, forwarding information to the public, assisting with general program registrations, inventories and basic related tasks.
- Maintain registration software; inputting program information and membership information into database.

- Create and maintain rosters for all programs including sports programs, summer camp, after school programs, senior programs, adult programs and other special events.
- Create and proof read various marketing materials for the Department; including flyers, brochures and general contact material for public.
- Maintain website with updates and information daily.
- Communicate with public utilizing registration software, email, text messages and telephone.
- Create monthly reports as directed by the Recreation Director including monthly reports, seasonal reports and annual reports.
- Maintain and proof read Outlook Calendar for building events and schedule.
- Maintain and collect emergency information for all participants; Create and develop emergency contact rosters for all programs.
- Collect and maintain school bus rosters for all programs including after school programs and summer camp programs.
- Develop, create and submit for approval school flyers.
- Create/update all Town employees badges.
- Create and maintain bulk and general mailing lists and communication for large events such as Senior Day, Memorial Day Parade and Old Home Day.
- Assist with communication to the Recreation Commission via telephone and email.
- Create vouchers and maintain database and communication with Taxi Service
- Monitor front lobby for safety and security.
- Assist with ordering and loading vending machines.
- Greet the public and direct them to sign in on the appropriate daily logs.
- Participate in staff meetings and training sessions as required.
- Promote and adhere to all policies, procedure and guidelines within the department.
- Perform other related tasks as required by the Supervisors.

Pay: Hourly Starting at \$12.959

Immediate Supervisor: Office Supervisor, Recreation Director, Program Directors (reports to Office Supervisor)

Overall Department Supervisor: Director of Recreation

To Apply: Please submit completed Town of Seabrook employment application to Kelly O'Connor @ 99 Lafayette Rd. Seabrook, NH 03847. Applications available at the Seabrook Town Hall or online @ www.seabrooknh.info Deadline: Open until filled.