



Clinton Parks & Recreation Department Seasonal Office Assistant (One Position Available)

The Parks & Recreation Department is seeking a seasonal office assistant to provide assistance to office staff during our busiest season.

Hours: Monday- Friday, not to exceed 40 hours, 8:00-4:00 pm, some after hours events and programs

Dates of Program: June 19 –August 23 (No July 4, 5)

Training: June 19, 20, 21

Reports to the Director of Parks and Recreation

Pay: \$18.00- \$20.00 per hour, depending on experience and qualification

Essential Job Duties

- Answering programming and event questions in person, over the phone, or via social media.
- Processing payments.
- Running relevant pick up/drop off errands.
- Updating social media, department websites, registration portal, and newsletter.
- Acting as a summer program counselor as needed.
- Acting as an event manager as needed.
- Setup and breakdown of activities and supplies
- Being a positive role model for the participants in the program
- General administrative tasks
- Able to communicate with other staff and parents as needed

Qualifications

- Strong customer service skills
- Strong organizational skills
- Strong leadership skills
- Must be aged 18 or older.
- CPR/First Aid certificate or the ability to become trained (training provided)

Abilities

Employees are required to walk, stand, sit, speak, hear, and use their hands to operate various sports equipment and/or craft supplies. Work is performed on athletics fields, pools, schools, playgrounds, gym floors, beaches, etc. Candidates must be able to work inside and outside with exposure to various weather conditions.

Clinton is an Equal Opportunity Employer.