

City of Clawson

Job Description

Title: Recreation Office Staff

Department: Recreation

Part Time

GENERAL PURPOSE:

The Recreation Desk person is responsible for general secretarial, clerical and receptionist duties. Also required is assisting with a variety of special events, and miscellaneous program offered by the Recreation Department including setting up and tearing down of event items such as tables and chairs.

REPORTING RELATIONSHIPS:

Supervision Received: The Recreation Desk position works under the general supervision of the City of Clawson Director of Recreation and Senior Services.

ESSENTIAL JOB FUNCTIONS:

Serve as point of contact for the Recreation Department-answer phones, direct calls, address customer inquiries and other customer relations.

Maintain organization of the front desk area and re-supply forms and notify the Director of Recreation when supplies need to be purchased.

Reservations – check for conflicts with special events and make groups aware of any changes that need to happen.

Set up and take down of equipment for use at the facility, event or program.

Operates computer and job-related software, takes reservations for building rentals and park pavilion, and assists in registration of participants in department sponsored activities.

Keeps Director of Recreation informed of any problems arising with participants, activities, lessees', and instructors in a timely and useful manner.

Collects monies and issues receipts. Keeps accurate records of attendance and accounting of monies.

Performs other duties as specified.

MINIMUM QUALIFICATIONS:

Must be a high school graduate or GED equivalent.

Posses a good working knowledge of computers.

Ability to operate a cash register, receive monies and make correct change.

Must possess dedication and the ability to deal with customers in a positive manner.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:

An employee in this position spends most of their time in an indoor facility with a controlled climate where they sit and work on a computer, answer phones and deal in person with the public. The position is also required to move around the facility, to set-up and tear-down rooms for specific programs which will require lifting and moving of chairs and tables.