



## JOB DESCRIPTION

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<b>JOB TITLE:</b>	Administrative Assistant	<b>FLSA:</b>	Non-Exempt
<b>REPORTS TO:</b>	SLARA Director	<b>DATE:</b>	3/8/2022

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### SUMMARY:

This is a Part-time position under the supervision of the Recreation Director performing routine clerical duties. Duties may also be assigned by the Programming staff. This position is responsible clerical work involving receiving, counting, and receipting money. This position shall greet and direct the public as necessary, answer telephone calls and take messages for the SLARA staff, disseminate program information, accept program registrations, and various projects as assigned. Work is performed with some independence, with employee making routine work decisions. Work is subject to periodic verification by a supervisor. All SLARA employees are at-will employees.

### ESSENTIAL FUNCTIONS:

*Essential functions as defined are ILLUSTRATIVE ONLY and not a comprehensive listing of all functions and duties performed. Essential duties and responsibilities **may** include, but are not limited to, the following:*

- Greets and assists guests in a pleasant, friendly, and efficient manner
- Primary contact in customer service relations, giving input into creating new policies, guidelines and improving all aspects of the customers experience with SLARA
- Answers telephone and routes calls to proper personnel, assists customers with program registration, sorts mail and performs other general office work
- Learns RecPro registration program, inputs seasonal programs into system for online registration, and post receipts and other items of revenue into system
- Processes computer registrations for all programs
- Receives and accounts for cash, checks, and credit card payments for program registrations
- Balances daily and reconciles any differences
- Makes bank deposits as necessary
- Files bi-weekly bill pay and distributes paychecks
- Responsible for all out-going postage
- Fills orders for office supplies and makes minor purchases as directed
- Coordinates, schedules, and organizes Multipurpose Room rentals including record keeping, cleaning, and staffing needs
- Acts as primary contact with facility cleaning company and creating schedules with input from Recreation Director
- Recruits ads for the SLARA seasonal brochure
- Assists in recruiting SLARA organization sponsorships
- Creates, updates, and maintains personnel files

- Performs background checks on new employees
- Files waivers and other records
- Presents a professional image, in person and by telephone
- Maintains a neat and well-groomed appearance and workspace
- Responsible for following safety rules, policies, regulations, and procedures
- Attends staff meetings and trainings as determined by Recreation Director
- Serves as a Site Supervisor when needed
- Attends SLARA special events to help as needed
- Performs other duties as assigned by Recreation Director

**MINIMUM 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 and/or skill required.*

- High school graduate or equivalent
- Previous experience in dealing with the public in a tactful and courteous manner
- Previous money handling experience: ability to handle money accurately, conscientiously, and honestly
- Ability to establish effective working relationships with other employees
- Experience in the operation of standard office equipment
- Must have competent typing skills
- Computer knowledge with PowerPoint, Publisher, Word, Excel, E-mail, and ability to learn other software programs
- Must be responsible in maintaining the confidentiality of personnel and client records
- Reasonable knowledge of office procedures and operations
- Effective oral and written communication skills
- Physical condition and ability necessary to lift files and deliver office materials
- Flexible schedule, must be available to work full SLARA office schedule (currently M-F from 8 am – 4 pm)

**Education and Experience:**

High school graduate or equivalent; AND two (2) years of professional or combination of professional and intern experience in and office setting.

**Required Certificates, Licenses, and Registrations:**

*Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*

- Michigan Driver’s License.
- CPR & First Aid certification within six (6) months of date of employment.

**PHYSICAL/MENTAL REQUIREMENTS:**

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

Mobility to work in an office setting, use standard office equipment and stamina to sit/stand for extended periods of time; strength to lift and carry up to 50 pounds; vision to read printed materials and computer screen; and hearing and speech to communicate in person or over the telephone.

**WORKING ENVIRONMENT:**

Work is mostly performed in an office setting. Outdoor and indoor events require work outside of the office setting and can include rough terrain, inclement weather, and loud noise. Position will require flexible schedule as evening and weekend scheduling will be required at times.