

**Washington Township  
Park and Recreation Department  
311 Production Dr.  
Avon, IN 46123  
317-745-0785  
www.washingtontwpparks.org**



**Job Title: Administrative Assistant**

**Immediate Supervisor: Park Director/Asst. Director**

**Work Schedule: Part-Time, M-F (Variable Hours within 8:00am-4:30pm), Evenings and Weekends as Needed**

**Salary: \$13.00 - \$17.00/hr dependent upon experience**

**FSLA Overtime Status: Non-Exempt**

**Purpose of Position:**

The Administrative Assistant is the public's point of contact for information about general park usage, programming, camp, and facility rentals. Responsible for answering questions from the public, assisting with registrations, and communicating via phone, email, and social media. The Administrative Assistant works closely with the Park Director to assist them in leading the day-to-day tasks of running the park. This individual must be able to work independently and as a member of a team. This individual will also support and collaborate with all other park and recreation staff.

**Essential Functions and Duties:**

- Ability to receive training in recreation software to accept program registrations and process payments
- Provide excellent customer service and a positive attitude at all times
- Manage the membership of our Paw Park
- Generate a weekly Shelter Reservation schedule
- Answer phone, messages, and emails in a timely manner
- Assist the Director with credit card reconciliation and signing end of day receipts
- Assist Park staff with planning, implementing, and maintaining accurate program/event records on a daily basis
- Answering the phone for the Park Director and general questions from the community
- Preparing the credit card receipts for the Park Director
- Copying credit card receipts and filing them electronically
- Preparing all invoices for signature twice a month
- Assist Park Director with day-to-day planning and work calendar
- Work closely with the Park Director on day to day tasks involving running errands
- Collect the mail daily for the department from the Township Headquarters
- Assist the Park Director with picking up packages and dispersing them among the different parks
- Attend meetings with the Park Director
- Assist the Park Director in preparing monthly reports for the board meetings
- Assist the Director in collecting timesheets bi-weekly
- Assist Park Director with filing and record keeping

- Assist customers with questions and registrations
- Assist the Park Director with training for seasonal staff
- Assist department heads and other employees by looking up past, present, and future invoices and receipts
- All other duties as assigned

**Minimum Qualifications:**

- Must demonstrate strong skills in writing, editing, communicating, and presentation skills
- Must be able to meet established deadlines
- Can maintain composure in difficult situations with customers
- Has a positive and upbeat attitude
- Excellent customer service skills
- Must have basic knowledge of standard English grammar, spelling, punctuation and ability to assimilate information from various sources and prepare clear, persuasive communication for oral and written presentation
- Must have basic knowledge of and ability to make practical application of Park and Township services and standard principles of municipal government administration
- Must have thorough knowledge of and ability to make practical application of Microsoft Word, Outlook, Excel, and Desktop- Publishing software and ability to properly operate standard office equipment, including computer, fax, and printer
- Must have average typing skills
- Must be able to work in a team environment, when needed as well as individually on certain tasks/projects
- Must have the initiative and drive to complete projects to the fullest extent including all necessary details pertinent to the project
- Must be able to learn Recreation software as well as create financial reports of recreation operations
- Must have a safe work record with good ethics and dependable attendance record
- Willingness to obtain serve safe certification
- Willingness to become CPR and Lifeguard certified

**Signatures**

This job description has been approved by:

\_\_\_\_\_, Human Resources

\_\_\_\_\_, Trustee

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

\_\_\_\_\_, Employee

Date: \_\_\_\_\_