

Department of Parks, Recreation, and Public Facilities
Mentor Senior Center



Position Title: *Office Assistant 2*
Classification: *Regular Part Time*

Hours Per Pay Period: *48 - 52*
Grade: *15*

Position Overview

Provide excellent customer service in person and via the telephone for 5000 members. Provide office support for a variety of programs.

Essential Job Functions

- *Provide telephone and in person customer service*
- *Utilize recreation software to register seniors for membership and programs*
- *Support instructors and other providers of programs*
- *Support challenges that occur for participants, instructors, or program providers*
- *Handle cash transactions, accurately make change and manage cash drawer*
- *Handle rental inquiries, payments, and paperwork*
- *Open and close the office area*
- *Provide administrative support for specific program areas, such as creating fliers, tracking attendance, proofing newsletter, mailing communication to members*
- *Maintain personal fitness appt. book, design/produce appt. sheets and reminders*
- *Maintain fitness check in sheets*
- *Maintain information tables, bulletin boards and display racks*
- *Purchasing*
- *Produce Distribution*
- *Social Media/Marketing posts*

Requirements and Desirable Skills and Attributes

- *High School diploma*
- *Knowledge of general office skills and Microsoft Office*
- *Good verbal and written communication skills*
- *Strong organizational and analytical skills*
- *Good math skills*
- *Knowledge of word processing, excel, publisher and registration software*
- *Willingness to learn and operate registration software*