



Recreation Assistant – Part time

Scheduled Hours – Monday – Thursday

10:00am-2:00pm

Summary:

Assistant the program administrators and office support staff with coordinating recreation activities and services for the community. General clerical duties to assist office in meeting programming objectives as well as general customer service needs.

Responsibilities Include:

- Assist in planning, developing, organizing, implementing, and evaluating the Recreation programs and services for all populations.
- Assist in supervision of activities in a recreation center and assist in monitoring orders and inventory of recreation supplies and materials.
- Provide customer service and handling of funds in the recreation office through telephone, emails, web site, and walk in patrons and customers for information, program registration, facility daily use.
- Coordinate the bi-monthly newsletter for seniors and monitor senior programs at various facilities.
- Liaison between senior clubs and senior activities and the recreation office.
- Assistant program administrators in instructor communications such as attendance lists, program description changes, and payments.
- Assist with recording payroll and monitoring seasonal employee paperwork and documentation.
- General front office coverage.

Job Requirements

- Prior recreation/activities experience a plus, but not necessary.
- Must possess driver's license.
- Highly organized and basic computer knowledge (word, excel).
- Ability to manage heavy volume of phone calls and customers on a seasonal basis.
- Must possess the ability to make independent decisions when circumstances warrant such action.
- Must possess the ability/skill to deal tactfully with personnel, residents, family members, visitors, government agencies/personnel and the general public.

Send, fax or e:mail resume, including salary history, to Town of Yorktown, Attn: Human Resources, 363 Underhill Avenue, Yorktown Heights, NY 10598, FAX (914) 962-0326 or e:mail mgspurning@yorktownny.org. Equal Opportunity Employer.

Accepting applications until close of business on January 22, 2016.