



**JOB DESCRIPTION: Office and Recreation Support Assistant  
(Part time 20 hours week year round)**

**Wage Range \$12.47 - \$14.13 hourly**

**Summary:** Under the direction of Executive Director provide general and specific information to visitors; perform a variety of clerical support duties as assigned and/or assists in leading recreation programs and special events.

**Work Environment:** This position is based out of the Key Pen Parks' office; however, work will be performed out of the office for assistance with programs and community events.

**Physical Abilities**

- Sight to read and prepare records and reports.
- Dexterity of hands and fingers to operate office equipment.
- Sitting and operating a computer keyboard for extended periods of time.
- Bending and reaching to retrieve and maintain files.
- Lifting and carrying boxes and other objects weighing up to 50 pounds.
- Hearing and speaking to conduct programs or events.
- Walking over rough or uneven surfaces.

**SUPERVISION RECEIVED:** Employee in this position is given discretion, within the scope of policy and regulations, in the routine performance of their duties; supervision and guidance are received from the Executive Director.

**SUPERVISION GIVEN:** Employee in this position is given discretion, within the scope of policy and regulations, in the routine performance of their duties; employee does not supervise any staff.

**Essential Duties & Responsibilities:** *(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

- Perform basic office work for Key Pen Parks and staff, including maintaining records and logs, typing a variety of forms, park board minutes, envelopes, labels and memoranda.
- Collect and count money and make change. Reconcile till to cash receipt and prepare monies for bank deposits and weekly revenue reports. Follow Key Pen Parks cash handling procedures.
- Attend meetings as requested and needed.

- Distribute brochures and other informative material as requested.
- Operate office equipment such as telephone, calculator, fax machine, copier, cash register, personal computers, etc.
- Interact with public in person, via email and on the phone
- Assist in programming recreation activities and with special events.
- Update social media and Key Pen Parks' website when requested and collaborate on Social Media posts with other staff members.
- Perform related duties as assigned.

## **NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:**

### Knowledge of:

- Office practices, procedures, equipment and computer programs such as Microsoft Word, Excel and Outlook.
- Recreational programming or event planning.

### Ability to:

- Build open honest relationships with public, co-workers and elected officials.
- Work as a member of a team while contributing to a harmonious work environment.
- Be able to multi-task and/or work under pressure and with interruptions.
- Work independently and make appropriate decisions regarding work methods and priorities.
- Communicate effectively with the general public and fellow staff members.
- Must be willing to work flexible hours, to include weekends and holidays.
- Perform a variety of responsible clerical duties and operate a variety of office equipment and machines.

### Qualifications:

- Valid State Driver's License with proof of satisfactory driving record.
- Must be customer service oriented with a positive and cheerful attitude.
- Valid Washington driver's license.
- Completion of high school or GED.

### **Special Requirements:**

- Successful completion of pre-employment reference and background check.
- Valid First Aid and CPR card or ability to obtain within 3 months of hire.
- Key Pen Parks is a Tobacco Free/Drug Free Workplace