

Recreation Assistant

Williams Bay Recreation Department

Contact Name: Dave Rowland

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Address: PO Box 580, Williams Bay, WI 53191

First Review: April 19, 2018, Position open until filled

Individuals interested in enhancing their administrative skill set, learning the basics of recreation management, and assisting with events should apply for this position. This is a great opportunity to develop your skill set and work with the community. This position also has the opportunity to lead classes and help improve the quality of the department.

Description:

The Williams Bay Recreation Department is seeking a creative, independent thinker for a position with hours that can be flexible. This position will include a comprehensive experience within the departments operations. Role at the department will involve assistance within administration, programming, staff management, facility management, day camp, special events and marketing. Schedule includes night and weekend hours. The ideal candidate has office experience and is quick learner with computer programming and office administrative tasks.

Responsibilities:

Administrative tasks included but not limited to – data entry, filing, answering phones, email correspondence, Active Net, flyers and schedule coordination. Obey and enforce the practical safety rules, regulations and procedures established by the recreation department safety program that are pertinent to the activities conducted by the department.

Necessary Skills:

Able to coordinate numerous projects at once while meeting deadlines. Excellent written and oral communication skills. Ability to establish and maintain a well-established working relationship with staff, media, and members. Superb customer service skills. Ability to solve problems independently in a professional manner. Ability to perform duties with initiative, persistence, creativity, integrity, good judgment and courtesy. Ability to create documents, databases and spreadsheets in Microsoft Office and the department's database.

Hours/Days:

Hours and days vary weekly depending on Recreation Department requirements and responsibilities. Schedule is arranged upon start and includes evenings and weekends.

Compensation:

\$9.00 per hour. 5 – 10 hours weekly

