

Position Title:	RECREATION OFFICE SPECIALIST (Grade 5/6)
Supervisor:	Director of Parks and Recreation
Hours of Work:	The Recreation Office Specialist will work a forty (40) hour week with a flexible schedule to include evenings, holidays and weekends, as assigned. The forty (40) hour week will be from 7:30 a.m. to 4:30 p.m. Overtime may occur on assignment from the Director. The Recreation Office Specialist shall receive one hour for lunch, not paid.
Place of Work:	The Recreation Office Specialist is based at the Hampden Township Recreation Building, 5001 Hampden Park Drive.
General Description:	The Recreation Office Specialist is responsible for daily Recreation Department administrative duties and assistance with office operations for the Recreation Department, to include financial reconciliation, detailed and organized record keeping, and maintaining seasonal employee paperwork. Additionally the position will assist w/ seasonal special events and coordinate trips offered to the community
Essential Duties:	Maintains necessary financial information to be reconciled on a regular basis with the Township Finance Director. Prepares deposits to be taken to the bank. Processes reservations for Township-owned facilities to include the coordination of room reservations for Township based organizations and civic groups. Processes registrations for programs, trips, pool memberships and identification cards. Interprets recreation program, services and objectives to the public.

Collects and maintains up to date records of all seasonal employee and instructor paper work to include clearances, certificates, payroll information and working papers.

Receives and places telephone calls for the Recreation Department.

Attends to Recreation Department customers in person and on-line.

Assists with preparation and maintenance of reports, correspondence, bulletins, news releases and purchase orders, check requests and other written material for the Recreation Department, as assigned.

Assist with Recreation Department special events as needed.

Assist with maintaining Recreation Department information on the Township website and social media pages.

Responsible for setting up trips offered to the community, as well as researching new trips to offer while maintaining all records pertaining to trips.

Prepares information on behalf of the Recreation Department for the Township Newsletter.

Responsible for obtaining and updating contact information from Township civic/service and youth sports organizations.

Responsible for routine operation of all office equipment.

Responsible for keeping office supplies stocked.

Other duties as assigned.

Qualifications:	High school diploma or equivalent required.
	Recreation & Park Management or Business degree preferred.
	Knowledge of accounting procedures.
	Excellent knowledge of modern office methods and procedures.
	Ability to use a personal computer, modern office equipment and understand and utilize electronic data processing equipment, basic graphic design tools and a variety of office related hardware, i.e. scanner, cash register, copier, digital camera, etc.
	Good working knowledge of the English language including spelling, grammar and punctuation.
	Ability to perform administrative duties with speed and accuracy without immediate and constant supervision.
	Ability to communicate clearly and concisely in both verbal and written form.
	Knowledge of public relations principles and practices.
	Must possess a high degree of diplomacy and the ability to deal with persons in all types of positions
	Must possess a current Pennsylvania driver's license.

The statements contained herein reflect general details as necessary to describe the essential functions of this position, the level of knowledge and skills typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief to equalize peak work periods, or otherwise balance the workload.

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