

RECREATION DEPARTMENT
PART-TIME OFFICE ADMINISTRATOR

JOB SUMMARY

Performs responsible work and assist with administrative policies and procedures.

SUPERVISION RECEIVED

Reports to the Recreation Director.

EXAMPLES OF DUTIES

- General office duties including typing, filing, answering phones.
- Processing Purchase Orders, Revenue Reports, Referee Payroll
- Updating and Maintaining Recreation Web site (www.hudsonrec.com)
- Maintaining Recreation Center and Community Center reservation calendars and updating rental agreements
- Assist Recreation Director with planning and organizing Summer Program, Sports Programs and Community Activities, such as advertising programs and events, registrations, coaches meetings, player drafts, organizing teams, preparing game schedules, program brochures, and processing revenue received for all programs.
- Creating program flyers and distributing to schools
- Willingness to plan and run monthly Friday Movie Nights at Community Center during school year.
- Proficiency with Microsoft Office is a must. Knowledge of the following programs is helpful: Microsoft Outlook, Adobe Acrobat, PrintShop, Broderbund Calendar Creator, All-Pro Software and Drupal.