

Recreation Office Assistant

The North Clackamas Parks and Recreation District seeks a Recreation Office Assistant to provide excellent customer service to patrons and assist in the implementation of recreational, educational, and social programs offered at the Milwaukie Community Center. The Recreation Office Assistant is also responsible for ensuring the safety of Milwaukie Community Center patrons and the efficient and safe operations of facilities and equipment.

*Part-time Temporary Position 15-20 hours per week Pay Range \$14.89/hr

* A temporary status position does not receive benefits or leave accruals.

Duties may include but are not limited to the following:

Oversees evening programming as facility liaison with instructors during evening classes. This includes setting up and testing zoom studios.

Assists Recreation Coordinator with data input, reporting, projects and outreach.

Utilizes software programs to manage registration; participates in an ongoing public relations program as an active representative of the North Clackamas Parks and Recreation District.

Assists with oversight of volunteers and program instructors.

Must work well with older adults.

Provides customer service at the Milwaukie Community Center in the recreation office or kiosk area.

Performs a variety of clerical duties and functions to promote and maintain effective program services and procedures; enters data from a variety of documents into computer.

Responds to and investigates safety related complaints and issues; documents patron complaints, first-aid incidents, staff issues and recommends solutions.

Part-time position, 15-20 hours a week M-F. There is some flexibility with hours during the week. There may be occasional weekend hours for special events.

Desirable proficiencies: Word, Excel, Publisher, Zoom.

Please send resume to tinajoh@ncprd.com