



TOWN OF ROSS

invites applications for

RECREATION CLERK



RECREATION CLERK



The Town of Ross is excited to announce an opening for the position of Recreation Clerk in the Recreation Department. Ross Recreation is seeking an experienced, energetic and creative individual with a community-first approach to recreation.

THE POSITION

Under the direction of the Recreation Manager, the Recreation Clerk provides clerical support to department staff and assists in the administration of the standard operating policies and procedures of the department. The position initiates, processes, and reviews customer registration paperwork, forms, reports, and/or confidential information related to the operation of department, answers the telephone, greets and directs members of the public, assists with marketing efforts, manages office supplies and assists with programs and events as assigned. Must be available weekdays and occasional evenings and weekends for programs and events. A minimum of 18 hours per week (in-person) commitment of at least 1-2 years is preferred.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Acts as the central point of contact for the department; greets visitors and manages incoming and outgoing correspondence such as mail, email, and voicemail.
- Maintains official department records via electronic and hard-copy methods as appropriate.
- Prepares and updates regularly; emergency kits and required department policies.
- Prepares and/or enters a variety of information into applicable documents, spreadsheets, invoices, databases, membership systems, forms, notices, and other related areas.
- Registers program participants, processes membership applications and reserves facilities utilizing designated recreation software.
- Collects, deposits, and maintains accurate records of department receipts and revenues.
- Orders, receives, and distributes supplies as required.
- Coordinates reservations and manages facility-use calendar
- Assists with the preparation and distribution of marketing advertisements, flyers, and seasonal program guides.
- Develops and recommends office policies and procedures; recommends improvements in workflow, procedures, forms and use of equipment.
- Maintains office in an organized professional manner including filing, copying, and phone message system.
- Participates in staff meetings, and other meetings as necessary.



The Ross Recreation department consists of a full-time Recreation Manager, full-time Recreation Coordinator, part-time Recreation Clerk, part-time Recreation Instructors, and independent contract instructors.

Ross Recreation's mission is to provide a program of instruction to the public on subjects beneficial to the Ross community in which an individual may improve or develop him/ herself physically, mentally, and or socially.

EXPERIENCE AND TRAINING

- Previous recreation office experience strongly preferred.
- Must possess strong organizational abilities.
- Thorough knowledge of Microsoft Office suite required.
- Ability to deal tactfully and effectively with the public, co-workers, and professional colleagues from other institutions.
- Ability to adhere to deadlines.
- Ability to communicate effectively both orally and in writing.
- First Aid, CPR & AED Certification or must obtain within 60 days of employment.
- Ability to quickly learn recreation software programs and other computer software as needed.

RECREATION CLERK



WHY ROSS RECREATION?

Join the Ross Recreation team and be a part of something extraordinary! Working with us means you'll be part of a dynamic team that is dedicated to enhancing the Ross community and surrounding area through innovative recreational solutions.

Here's why it's a fantastic opportunity:

- Innovative Culture
- Career Growth
- Impactful Work
- Collaborative Environment
- Commitment to Excellence

COMPENSATION AND BENEFITS

- \$26.16 to \$30.28 hourly based on experience, 18 hours per week
- Flexible schedule, based on department needs
- This is a part-time, unbenefited position

SELECTION PROCESS

After review of all submitted materials, successful candidates will be invited to an oral interview with the Recreation Manager.

In addition, all candidates will be required to submit a standard background check and medical evaluation.

HOW TO APPLY

Qualified applicants are invited to apply by submitting the following:

- Cover letter
- Resume
- Town of Ross Employment Application can be found at <https://www.townofross.org/hr>
- Submitted materials will not be returned

Submit application materials via email to cmartel@townofrossca.gov

Deadline to apply is December 19, 2024

Town of Ross
Attn: Human Resources
P.O. Box 320
Ross, CA 94957

www.townofross.org

Please contact the Town Clerk if you have questions about the position or the recruitment process at 415.453.1453, ext. 105

The Town of Ross is an equal opportunity employer.

