

# Rim of the World Recreation and Park District

26577 State Highway 18 ■ P.O. Box 8  
Rimforest, CA 92378  
909-337-7275

**Position Title:** Front Desk Administrator/Office Assistant - Job Description (Regular, Part-Time, Non-Exempt, At-Will Employee)

**Location:** Rim of the World Recreation and Park District main office

**Reports to:** Marketing/Office Operations Specialist & Finance Manager

**Days and Times:** M-F varied hours between 8:00am – 6:00pm and as needed for evening, weekend, holiday, events, and meetings

## **Duties, Activities, and Responsibilities:**

Duties include but are not limited to the following:

- Greets the walk-in public with quality customer service
- Provides public with information on District operations, programs and facilities
- Answers incoming calls, takes messages and provides information
- Promotes all programs and classes
- Accepts registrations for all District programs
- Keeps an accurate registration process using Recreation Software (REC1)
- Accepts payments for programs and facility use and justifies receipt of funds
- Prepares and distributes related correspondence and reports
- Orders office supplies and other necessary materials
- Keeps supply room organized
- Assist in the operation and maintenance of office machines and equipment including computers, typewriters, calculator, copy machines, fax machines, phone systems, etc.
- Assists Supervisors and other staff with daily functions
- Responsible for accepting facility reservation applications (to be later approved by Office Operations Specialist and GM)
- Performs general clerical duties including photocopying, faxing, mailing and filing
- Handles incoming and outgoing mail
- Demonstrate loyalty to the objectives of the District; helps build staff and customer morale with spirit of cooperation; treats fellow District staff and Board Members in a professional, courteous, effective manner; possess a confident, positive and present public image
- Helps performs public relations
- Physical requirements:
  - Continuous: upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist,

squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying items weighing up to 50 pounds.

- Other duties as assigned

**Job Qualifications:**

- High School Diploma or GED. A minimum of six months office/clerical work experience required **or** have completed business or clerical related course work at a college or trade school (6 semester or 9 quarter units).
- Ability to communicate effectively both verbally and in writing.
- Type accurately at an average rate of speed.
- Microsoft Office computer skills and QuickBooks required.
- Knowledge of General Accounting/Financial Record keeping including cost accounting methods (Light billing & collections, reconciling cash, preparing deposits, etc.)
- Work independently and cooperatively with others.
- Handle a variety of task in a busy environment.
- Completed health screening report.

**Other Requirements:**

- Possession of a valid California Driver's License and Social Security Card.