

CITY OF ST. IGNACE, MICHIGAN
Position Description
Little Bear East
Office & Recreation Assistant (Part-Time)

Department: Recreation Department

Location: Little Bear East Arena & Community Center

Immediate Supervisor: Recreation Director

Classification: Hourly

Revision Date: August 12, 2021

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I. GENERAL NATURE OF POSITION. The Office & Recreation Assistant is responsible for overseeing the main office tasks of answering phones, emails, and customer questions. They will be the main point of contact while the Recreation Director and Events & Program Coordinator are out of the office for meetings and off-site activities. They are also tasked with helping organize the office and running to the park or ballfields when an extra hand is needed with activity set up or management. Overall the position is to help maintain a timely process for response and activities to help us offer the most we can to our community and it's visitors. This position is under the direct supervision of the Recreation Director.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES. The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

A. PRIMARY DUTIES

1. Assist with office work and tasks including but not limited to filing, organizing, answering phone calls and emails, recreation planning, social media, and creating quotes;
2. Will order office supplies and equipment for sports and other activities;
3. Communicate with the public about when opportunities will take place through social media;
4. Work times will mostly include weekdays from 10am-4pm with a few hours during the weekend for events (hours are negotiable);
5. Will work closely with both the Recreation Director and Events & Program Coordinator to help provide recreation for the community by assisting with set up/tear down, field maintenance, and teaching classes
6. Will help with paperwork for sports and program registration, hockey tournaments, & organizing for home show;
7. Will assist with score keeping and announcing as needed;
8. Will work with referees and schedule refs for tournaments and games;
9. Will have the ability to assist as needed with after-business hours situations and respond effectively to emergency situations;

B. KNOWLEDGE, SKILLS AND ABILITIES

1. Ability to work rapidly, to prioritize multiple assignments, and to meet specific deadlines;
2. Working knowledge of computer programs required for recordkeeping and communication with guests; email skills;
3. Superior oral and written communication skills;
4. Ability to communicate needs to staff and plan to effectively help the flow events;
5. Ability to utilize excellent business skills;
6. Ability to work independently with limited supervision;
7. Ability to work with residents, elected officials, and other employees of the organization;
9. Ability to tactfully deal with parties with conflicting needs or expectations to reach a solution which best benefits the department and facility;
10. Ability to work in a collaborative, team environment as well as to lead individuals;
11. Ability to solve problems quickly and efficiently;
12. Ability to maintain a positive work atmosphere by behaving and communicating in a manner of

- cooperation and rapport;
13. Ability to analyze complex situations and exercise superior judgment to achieve both long and short range objective;

C. CONFIDENTIAL DATA. Ability to maintain confidentiality is essential.

III. DESIRED MINIMUM QUALIFICATIONS.

A. Education. Possession of a high school diploma is required.

B. Experience. Desire experience in recreation and/or administration.

C. Necessary Skills.

- a. Personal computers including word, excel, e-mail.
- b. Communicate effectively verbally and in writing.
- c. Effectively meet and deal with the public.
- d. Establish successful working relationships.
- e. Follow instructions, both oral and written.
- f. Speak, read and write the English language.
- g. Work under pressure, in stressful situations and/or with frequent interruptions.

IV. SPECIAL REQUIREMENTS.

1. U. S. citizen.
2. Eighteen (18) years of age or older at date of job.
3. Michigan Driver's License, valid without record of suspension or revocation in any state – possess, or ability to obtain by date of hire.
4. Must complete and pass pre-employment health and drug testing and periodic drug testing as required.
5. Must undergo a background investigation.

The City of St. Ignace is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.