



Job Title	Administrative Assistant – Parks & Recreation
Reports to	Parks & Recreation Coordinator
Job Type	Part-Time Permanent
Salary Range	\$13.00 - \$15.00, hourly

JOB PURPOSE

This is a part-time permanent position responsible for promoting recreation opportunities for the citizens of the Town of Holly Ridge by serving as a secondary point of contact for residents and visitors utilizing town facilities and programs. Work involves coordination with a variety of citizens, program participants, facility rentals, and vendors. The position helps to plan and implement activities and programs and requires a general knowledge of local ordinances, public communication skills, facilitation, and conflict resolution skills.

DUTIES AND RESPONSIBILITIES

These duties and responsibilities are not intended to be all-inclusive. Employees may perform other related duties as negotiated to meet the ongoing needs of the Town.

- Works a non-traditional work schedule, with a flexible schedule that may include days, nights and weekends with limited supervision for programs, events, facility rentals, and special events.
- Serves as first point of contact at the Holly Ridge Community Center via telephone, emails, and walk-ins.
- Answers and directs phone calls, forwards messages and requests to appropriate staff members.
- Performs administrative tasks such as utilizing a computer to update files, sending invoices, and responding to inquiries in person, over the phone, or via email.
- Sets up and breaks down the facilities for rentals, meetings, classes, programs, and events.
- Processes customer payments by entering payment information into the appropriate programs.
- Assists the Parks & Recreation Coordinator in the execution of his/her responsibilities as needed.
- Assists with the scheduling, showing, and renting of the Holly Ridge Community Center and ensures proper preparation of the venue for events as needed.
- Ensures an environment of safety for all participants. Treats minor first-aid incidents, fills out accident reports, and provides a copy to their supervisor and department head.
- Always maintains a clean work environment.
- Performs other duties of a similar nature or level.

REQUIREMENTS & QUALIFICATIONS

High school graduate or GED; Experience in working with the general public and using communication and interpersonal skills. Must possess or obtain prior to employment, a valid North Carolina Driver's license and maintain said license during the term of employment. Experience working with computer programs is preferred. Because of the nature of this position, a strict criminal background investigation will be conducted during the hiring process.

HOW TO APPLY

Applications can be accessed on the Town website at www.hollyridgenc.org or at Town Hall at 212 N Dyson Street. Mail or bring resume with an application to Holly Ridge Town Hall, PO Box 145, Holly Ridge, NC 28445 ATTN: Parks & Recreation, Audrey Madia, or email parksandrec@hollyridgenc.org. Open until filled. EOE.