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## RECREATION CLERK JOB DESCRIPTION



**JOB TITLE:** Recreation Clerk  
**FLSA CLASSIFICATION:** Part Time  
**DEPARTMENT:** Administration  
**IMMEDIATE SUPERVISOR:** Maintenance Manager

### POSITION FOCUS:

Assist the Recreation Manager and Asst. Recreation Manager in the day-to-day clerical duties of the Dolton Park District Recreation Department. This includes getting quotes, keeping records, contacting vendors for services, assisting employees, calculating timesheets, some payroll support, invoice process management, and keeping the maintenance department in line with the Board approved budget.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Answer phones and greet customers.
- Book reservations, rentals, and registrations.
- Must have flexible schedule.
- Must possess strong customer service skills.
- Work both independently and collaboratively with others in diverse working groups to achieve common goals.
- Ability to positively create a welcoming environment for all and maintain a positive attitude at work.
- Schedule appointments and maintain calendars.
- Schedule and coordinate recreation staff and other meetings.
- Make sure purchase orders are properly coded for payment.
- Prepare communications, such as memos, emails, invoices, reports, and other correspondence for the maintenance department.
- Make sure all procedure updates and changes are given to the Recreation Manager.
- Be aware of all mandated training for the recreation department and the deadlines that need to be met.
- Create and maintain filing systems, both electronic and physical.
- Manage accounts and perform some bookkeeping.
- All other duties, as assigned.
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### EDUCATION AND EXPERIENCE:

- High school diploma or GED
- Minimum 3 years of previous work experience in a clerical role.
- Some maintenance knowledge preferred.
- Strong ability to use Microsoft Office.
- Strong knowledge of communication practices and techniques.
- Outstanding written and verbal communication skills.
- Must have the ability to multitask and work well under pressure.
- Excellent organizational and leadership abilities.



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### **PHYSICAL REQUIREMENTS:**

- Must be able to lift a minimum of 10 lbs.
- Must be able to stand for long periods of time.
- Must be able to sit for extended periods of time.
- Must be able to maintain high energy during long work periods.

### **HOURS:**

The Recreation Clerk position is a Part-time position with hours that vary.

*Dolton Park District is an equal opportunity employer. This job description is intended to describe the general content of and requirement for the performance of this position. It is not to be constructed as an exhaustive statement of duties, responsibilities or requirements, and additional duties may be assigned at any time. Please send a completed Dolton Park District application to our Administration Department, Attn: Hiring Department, 721 Engle St., Dolton, IL 60419, email at [contactus@doltonparkdistrict.org](mailto:contactus@doltonparkdistrict.org) or by fax at 708-841-2177.*