



## Hopewell Area Recreation & Parks

16 College Avenue, Stewartstown, PA

**Position:** HARP Administrative Assistant

**Supervisor's Title:** HARP Board Chairman

**F.L.S.A. Status:** Non-Exempt (Part-Time)

### **Essentials Job Functions:**

- Provides administrative support for programs, public events, HARP Committees and rental applicants.
- Completes and maintains proper registration forms, key distribution, building/field schedules and fee collection.
- Submits money collected and documentation to the Treasurer.
- Provides preliminary review of Facility Request Forms and submits to the board for approval if applicant does not meet certain criteria.
- Responsible for administrative duties such as processing incoming/outgoing mail and HARP website.
- Responsible for purchasing and maintaining office and cleaning supplies for operational use. Purchases equipment for the complex within pre-approved authority. Maintains inventories where needed.
- Maintains policy drafts and amendments at direction of the HARP Board.
- Ensures that the center's rules and safety standards are followed.
- Maintains working relationships with community agencies and organizations (i.e. Senior Center, Boy Scouts of America, Lions Club, etc)
- Responsible for collecting quotes on board approved items. Checks vendor/contractor references. Provides board with a Quote Summary and other information needed for a decision. Communicates with vendors/contractors during entire process.
- Coordinates public notification for programs and meetings.
- Monitors facility systems; reports any problems to board members.
- Attends first hour of monthly HARP board meetings to report on facilities and programs.

### **Knowledge/Skills/Abilities:**

- Demonstrate evidence of effective communication skills – both oral and written.
- Computer proficiency in Windows environment as appropriate to the position.
- Able to work flexible hours, evenings and weekends depending on the season.
- Ability to prioritize and complete multiple tasks.
- Ability to exercise good judgment in evaluating situations and making decisions.
- Willing to take classes determined by the HARP board that will better the operation of the facility/programs.
- Ability to attain and maintain First Aid and CPR certifications and pass drug testing.

**Qualifications:** This position requires the equivalent of a high school degree, a Pennsylvania Child Abuse Clearance and a Criminal Background Check that meets approval for this position. Previous experience in recreation programming or a related field is preferred.

PHYSICAL REQUIREMENTS	Rarely (0-12%)	Occasionally (12-33%)	Frequently (34-66%)	Regularly (67-100%)
Seeing: Must be able to read a computer screen, read reports, installation directions, e-mail, etc.				X
Hearing: Must be able to hear well enough to communicate with others				X
Standing/Walking				X
Climbing / Stooping / Kneeling (Must be able to climb a ladder to change light bulbs etc.)		X		
Lifting / Pulling / Pushing (Must be able to lift up to 50 lbs)		X		
Fingering / Grasping / Feeling: Must be able to write, utilize computer keyboard, communication systems (i.e. radios/phones)				X

Note: The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties and skills required of personnel classified to this position. This job description does not establish a contract for employment and are subject to change at the discretion of the employer. Applicant's/employee's signature below indicates that the applicant/employee has read the above information and understands its content.

EMPLOYEE SIGN OFF: \_\_\_\_\_ DATE: \_\_\_\_\_

10/27/2009 - REVISED