

Town of Brunswick
Position Description
FLSA: Non-Exempt

Position Title: Recreation Administrative Registrar

Department: Parks & Recreation

Reports to: Parks & Recreation Director; Parks & Recreation Deputy Director

NATURE OF WORK:

This is responsible administrative support in serving as the registrar for all programs in the Parks and Recreation Department.

The employee is responsible for assisting customers (online, in person, by telephone, etc.); providing accurate information and assistance and accepting fees for program registrations.

This position requires the ability to function/perform in a busy, rapid-paced environment with competing demands and tight deadlines, all while maintaining a customer-service driven persona.

Work is performed with considerable independence. This position follows established procedures and is under the general supervision of both the Parks and Recreation Director and the Deputy Director of Parks and Recreation.

EXAMPLES OF WORK:

Prepares and distributes program announcements and flyers to local schools. This position also produces bulk mailings several times each year.

Serves as the first point of contact for the department, greeting the public and providing accurate information and assistance in a courteous and helpful manner.

Assists with the schedule/calendar of all Parks & Recreation Department program activities.

Accepts and accurately processes both program registration forms and fees; records registrations for each program to monitor enrollment; prepares program rosters; reconciles cash collected on Revenue Reports for daily processing by the Financial Administrative Assistant. Maintains a wide variety of records for the Adult and Youth Recreation Program activities including participant rosters and registrations. Assists in the preparation of the recreation program reviews by producing actual final registration data including participant and revenue information.

Tracks payments for financial assistance and ensures compliance with established agreement. Works with social service agencies and other entities to establish mutually agreeable methods of payment.

Works with program directors and coaches as needed to ensure (and/or assist with) program administration duties.

Composes Department flyers, forms, correspondence or other documents as required.

Serves as back up to the Financial Administrative Assistant.

Performs related work as may be required.

REQUIREMENTS OF WORK:

- Possesses proficiency in the use of a computer and related software applications. Prior experience with Microsoft Word programs with a focus in Excel required. Experience with Parks & Recreation-related programs (RecTrac, etc.) helpful.
- Possesses the ability to quickly acquire working knowledge of administrative, operational and procedural regulations and practices of a municipal Parks & Recreation Department.
- Must possess strong attention to detail.
- Possess the ability to deal courteously with the public and to establish and maintain effective working relationships.
- Excellent public relations skills required, especially when dealing with difficult situations.
- Proven ability to work independently as needed.
- Possess the ability to keep accurate records, to assemble and organize data and to prepare reports as needed.
- Ability to prioritize tasks as needed.
- Ability to accurately and efficiently transfer information from paper to computer without transposition of figures or letters.
- Ability to learn new tasks and to work independently.
- Ability to follow written and verbal instructions.
- Ability to organize, classify and maintain a wide variety of records.
- Strong communication skills, both verbally and in writing.

SUPERVISORY RESPONSIBILITIES:

None.

EXPERIENCE AND TRAINING:

Experience in administrative work and in handling and reconciling cash. Considerable computer experience with Microsoft Office products. Graduation from high school including, or supplemented by, certificate or college courses related to office management, computers, business, or any equivalent combination of experience and training.

WORKING CONDITIONS/PHYSICAL DEMANDS:

Normal office environment. Minimal physical effort required; normally seated or standing with freedom of movement on a regular basis, operating office machines and handling light materials and supplies. Extensive periods spent operating a desktop computer, requiring hand-eye coordination and finger dexterity; communicating on-line, in person and on the telephone. Rapid-paced environment, often with competing demands and tight deadlines.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

* External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

Signature

Date