

## **Job Description - Administrative Assistant (Recreation)**

(25-29 hours per week)

### ***Administrative Assistant Hours***

**Standard Hours** Monday through Friday (flexible hours, TBD)  
Periodic evenings and weekends required

### ***Background, Skills and Experience***

Standard Applications and Tools used to support this position include the following:

- Strong work ethic
- Previous experience (minimum 2 years) as an administrative assistant or similar position
- Ability to support multiple people
- Ability to handle confidential material in an appropriate manner
- Strong organizational skills and follow up skills
- Ability to multitask, be proactive and work under time guidelines
- Strong communication (written and verbal) and interpersonal skills
- Strong attention to detail
- People skills – ability to work with a wide variety of personalities
- Adaptable to change/flexible
- Technology skills
  - Intermediate to advanced knowledge of Microsoft Windows, Microsoft Office (Word, Excel etc.) the Internet and Outlook Web Access
  - Facebook, Rock and other Brookwood specific programs

### ***Administrative Assistant Job Responsibilities***

1. Assist Recreation Director with registration to include: promotional material for event (such as soccer season), collecting registration forms, work with IT regarding online registration, assign teams, ordering of uniforms/distribution of uniforms etc.
2. Calendar management for all recreation events – Master Calendar planning process, update as needed for any cancellations, changes, etc.
3. Communication hub for recreation:
  - a. Respond to requests and “contacts” from Rock and website
  - b. Correspondence – phone calls, emails, letters, cards etc.
  - c. Department communication – forms, procedures, etc.
4. Rock database management - tags, update information, etc.
5. Room requests and Rock management
6. Finance duties, to include:
  - a. Budget tracking
  - b. Purchasing – supplies etc. for recreation ministry
  - c. Funds requests/reimbursements as necessary
  - d. Process payments/input information and deposit money
7. Process background checks and MinistrySafe training, update database as needed
8. Creation and presentation of blueprint
9. Coordinate any travel arrangements, lodging, transportation, as needed for classes, conferences, etc.

10. Scheduling Meetings – people, resource scheduling and coordination (rooms, equipment, café needs/catering etc.) – volunteer training and coaches meetings
11. Organize and execute team pictures
12. Organize distribution of t-shirts, jerseys, medals, handouts
13. Membership class/sampler and Ministry Spotlight – support recreation ministry during sampler and spotlight
14. Reports, as needed
15. Maintenance of job backup plan and documented procedures related to the position
16. Volunteer utilization when applicable
17. Technical support requests
18. Maintain current inventory of uniforms and equipment
  - a. Periodic washing of jerseys throughout the year
19. Basecamp – print requests/marketing material support and distribution/work with Project Manager
20. Be proactive, take initiative regarding future needs while managing current responsibilities.
21. Other tasks as assigned

#### During Programs – On-site

1. Receive money
2. Distribute, receive and store waivers
3. Open and close South Campus
4. Support at coaches meetings
5. Welcome participants and provide direction
6. Evaluation and summer camps check in
7. Provide support and assistance during summer camps and events (tailgating party, end of season celebrations etc.)