

Location: Town of Prospect

Department: Prospect Parks and Recreation

Job Title: Administrative Assistant

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The Parks and Recreation Administrative Assistant works under the discretion of the Director of the Parks and Recreation Department.

- Under the general supervision of the Parks and Recreation Director, assists with professional duties consisting of, but not limited to planning, developing, coordinating, implementing, and supervising Center staff along with development and implementation of programs offered out of the Park Center.
- Assists Parks and Recreation Director in planning, organizing, developing, scheduling, enforcing rules, evaluating recreation, fitness, aquatics, child care, special events, facility rentals and assist with overseeing day to day operations of the facility.
- Schedules the community center facilities and supervises conditions of the facilities such as set-ups and breakdowns of facility equipment and resources.
- Assists with public relations duties such as preparing and distributing flyers, press releases, and brochures.
- Maintain office hours for Clerical and Administrative duties for the Parks and Recreation Department.
- Provides clerical support with program registration, point of sale, facility booking, and membership registration for the center; answers telephones, maintains correspondence with other divisions or agencies, assists with all financial transactions including deposits, cash drawer set-ups, balances daily money intakes, etc.
- Maintain records of activities, services, participation, and facilities.
- Assist with program supervision including but not limited to afterschool and evening programming.
- Assist with programming and registration software.
- Proficient in Microsoft Word, Excel, and Publisher.
- Required to work nights and weekends depending on program scheduling
- Performs other duties as requested by the Director of Parks and Recreation.

**Prospect Parks and Recreation**

**36 Center Street**

**Prospect, CT 06712**

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