SUMMARY:
Under the direct supervision of the Director of Parks and Recreation, this position is responsible for performing clerical office work for Parks and Recreation Department. (Max of 30 hours per week)

BASIC FUNCTIONS:
1. General receptionist/secretarial duties of screening visitors, answering telephones, taking messages when necessary, answering inquiries when possible or directing to the proper individual within the department.
2. Offers assistance to callers and department visitors.
3. Typing, printing and distributing department correspondence.
4. Copying, faxing and scanning material and documents.
5. Assist in maintaining past and present files including but not limited to registrations and rosters.
6. Provide clerical assistance to staff members as assigned by the Director.
7. Assist in preparing league schedules and revisions.
8. Assist in preparing team rosters.
9. Compile and process registrations received from walk-ins and online.
10. Assist in ensuring all volunteers have proper paperwork completed prior to being assigned duties.
11. Ensure all recreation participants have all paperwork properly completed before finalizing registration.
12. Verify Date of Birth of each participant (where applicable) to ensure each participant is assigned to an age-appropriate team and in the appropriate age group according to the guidelines of the program manual.
13. Complies data for computer entry.
14. Any and all other job-related duties as assigned by supervisor.

OTHER REQUIREMENTS:
1. A high level of tact and integrity, due to frequency of high level of internal and external contacts and high degree of exposure to confidential information.
2. Must be willing to work amended and extended hours occasionally as assigned, including nights, weekends, and holidays to support the department’s functions.
3. All Parish employees are required to complete Louisiana State Ethics Training annually.
EDUCATION/EXPERIENCE:
1. High School Diploma or GED equivalent or be presently enrolled in school.
2. Must be 15 year or older.
3. Minors under age 18 require a work permit.
4. Prior experience is a plus.
5. Experience with filing and other general office methods and practices is a plus.
6. Ability to use a variety of software packages, such as Microsoft Word, Outlook, Excel and PowerPoint is a plus.