



North Highlands Recreation and Park District

NORTH HIGHLANDS RECREATION AND PARK DISTRICT

OFFICE ASSISTANT – Part-Time \$21.00 - \$23.00/hour

Job Summary:

Under general supervision, the Office Assistant provides administrative support to the Parks, Recreation and Administration departments. This role is responsible for assisting with daily office operations, rental bookings and procedures, customer service, data entry and other clerical tasks to ensure the efficient functioning of the department.

Key Responsibilities:

Administrative Support:

- Perform general office duties, including filing, copying, scanning, and managing correspondence.
- Assist in the preparation of documents, reports, and presentations.
- Maintain and update records, databases, and filing systems.
- Handle incoming calls, emails, and inquiries, directing them to the appropriate staff member or providing information as needed.
- Schedule appointments, meetings, and facility rentals, ensuring proper coordination and communication.

Customer Service:

- Greet visitors, answer questions, and provide information about parks and recreation programs, events, and facilities.
- Assist customers with registration for programs, classes, and events, both in-person and online.
- Process payments, issue receipts, and maintain accurate financial records.
- Address customer concerns and resolve issues in a professional and timely manner.

Program and Event Support:

- Assist with the coordination and promotion of parks and recreation programs and events.
- Prepare and distribute promotional materials, such as flyers and brochures.
- Support staff with event setup, registration, and other logistics as needed.
- Collect and compile data for program evaluations and participant feedback.

Qualifications:

Education and Experience:

- High school diploma or equivalent required; some college coursework in office administration, recreation management, or a related field is desirable.
- Previous experience in an office environment, customer service, or administrative role is preferred.



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Skills and Abilities:

- Proficiency in Microsoft Office Suite (Word, Excel, Outlook) and basic office equipment (copiers, scanners, etc.).
- Strong organizational and multitasking skills, with attention to detail.
- Excellent verbal and written communication skills.
- Ability to work independently as well as part of a team.
- Strong customer service skills, with the ability to interact positively with the public and staff.
- Basic knowledge of parks and recreation programs and services is desired.
- Bilingual in Spanish is highly preferred.

Physical Requirements:

- Ability to sit, stand, and walk for extended periods.
- Ability to lift and carry office supplies and equipment up to 20 pounds.
- Ability to work occasional evenings or weekends for special events or peak registration periods.

Work Environment:

- This position is based in an office setting within a Parks and Recreation district.
- The role may involve occasional outdoor work during community events or facility inspections.

Application Process:

Interested candidates should submit a job District application, resume, and cover letter by September 27 via email to Rachel Robertson, Recreation Superintendent rachel@nhRPD.org

District application: <https://www.nhrpd.org/job-opportunities>