

BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT

JOB DESCRIPTION

Title: Events Assistant
Reports to Community Outreach Program Manager
Position Status: Part Time
Payroll Status: Hourly

JOB SUMMARY

The Events Assistant provides support a wide variety of administrative and customer service functions as well as accounts receivable and accounts payable assistance. In addition, this position may provide support for various projects for Parks Services and Recreation staff. This position differs from the Front Desk Clerk in that it functions independently at times and may provide guidance and technical assistance to other staff.

ESSENTIAL JOB FUNCTIONS

1. Ensure the proper filing of various documents.
2. Perform front desk customer service duties as well as answering phones and providing general information or directing calls to appropriate persons, welcoming people, or educating people about District or department services.
3. Perform extensive registration functions such as providing information and brochures about programs, processing online, walk-in, mailed, or phone registration, updating registration software with new information and collecting payment from customers.
4. Perform extensive facility rental functions such as providing information about the various facilities and rooms available, reserving facilities, checking out keys, and communicating rules and regulations to renters.
5. Assist with District or department bookkeeping and account processing functions and perform duties such as, updating transactions in the recreation software, processing charge cards, cash, and checks, processing refunds, and processing invoices for payment by District Accounts Payable staff.
6. Operate office equipment including computers, copy machines, faxes, credit card machines, lamination machines, and postage meters.
7. Assist in coordinating and performing administrative support duties including special projects, back-up for absent office personnel, and support with records maintenance.
8. Perform general office duties such as copying and faxing, word processing, filing, preparing mail, preparing weekly facility schedules, posting notices, filing, and distributing forms.
9. Attend various District meetings, seminars, and workshops as requested.
10. May plan and implement various events under the direction of the Outreach Program Manager:
 - a. Provide clerical and administrative support to the Outreach Program Manager.
 - b. Recruit and monitor hours and schedules of volunteers for various events and programs.
 - c. Assist with communications with event participant, supporters and suppliers.
 - d. Attend and assist with various community events.
 - e. Research and recommend new District events.
 - f. Assist in all pre-event preparation and on the day provide support as required by the Outreach Program Manager.
 - g. Maintain the inventory of tables, chairs, and canopies used for events and rentals.
11. Provide backup to the Marketing Specialist by doing basic website and social media site updates.

12. Perform other duties and responsibilities as assigned by supervisor and Administration Services Director.

QUALIFICATIONS

- Ability and interest in learning how to operate accounting and recreation software.
- Experience with Word, Excel, Microsoft Office, Microsoft 365, and Sharepoint
- Requires high school diploma or equivalent.
- Ability to lift 50+ pounds
- Minimum of two years office or related experience and customer service experience.
- Valid Washington State Driver's license.
- Possession or ability to obtain a CPR/First Aid certificate.
- Basic money handling skills and ability to count change.
- Basic knowledge of events/event planning is preferred but not required

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Excellent communication skills and the ability to communicate in English courteously, clearly, tactfully, and persuasively.
- Ability to work effectively in a busy and sometimes noisy office environment.
- Ability to maintain regular and timely attendance and be ready to start work when shift begins.
- Ability to work independently.
- Ability to speak in public
- Ability to set up meeting and event sites.
- Ability to learn and follow District policies and procedures.
- Ability to plan and arrange day-to-day activities, maintains work schedules, and performs multi-tasking responsibilities.
- Ability to accurately perform writing functions such as spelling, punctuation, grammar, and proofing.
- Ability to operate office equipment including computers, fax machines, copiers and lamination machine
- Skills in computer software including word processing, data entry programs and internet applications.
- Ability to prepare and present clear and concise written communications.

WORK ENVIRONMENT AND PHYSICAL EFFORT

If working an event, this position may also be required to work some weekends and other irregular hours as deemed necessary.

This is a non-smoking workplace. The work environment is indoors and outdoors and may need to be executed in inclement weather. Work is performed in a District office, aquatic center or any Park District facility or park. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions but are not guaranteed.

- This individual is regularly required to stand; walk; talk or hear.

- May move tables, chair, tents and materials, as well as set up rooms and outdoor locations for meetings and events
- The individual is occasionally required to stoop, kneel, or crouch.
- This individual is frequently required to sit.
- The individual must regularly lift and/or move up to 40 pounds.
- This job includes repetitive keyboarding.

SIGNATURES

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. But this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

Employee Name

Manager Name

Employee Signature

Manager Signature