

TOWN OF DURHAM
COMMUNITY CENTER ASSISTANT
PART TIME/EVENING & SATURDAY HOURS

Position Summary:

Serves as the Assistant for the Towns Community Center during evening and Saturday hours. Handles public contact and inquiries, distributes information on programs, events, and meetings, assists with clerical duties, as assigned, and performs a range of basic cleaning tasks. This is a part-time position with a maximum of 19.5 hours per week. This position requires a flexible work schedule, with the specific work week to be determined and communicated to the employee one week in advance.

Supervision:

Supervision Scope

The involvement of oversight of activities within the center, basic cleaning tasks, assisting with programming schedules, and ensuring the smooth operation of the facility. Requires the ability to work independently.

Supervision Received: Works under the direction of the First Selectman and Community Center Coordinator following professional standards, procedures, and policies.

Supervision Given: None.

Job Environment

Administrative work is performed in a moderately quiet office. Requires the operation of telephones, personal computers, copiers, facsimile machines, mail machine, and other standard office equipment.

Work can be physical, involving tasks like sweeping, mopping, vacuuming, and lifting objects. Potential exposure to dust and noise.

Makes frequent and periodic contact with town staff, volunteers, residents, and patrons of the community center. Contacts require a high level of courtesy.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Greets visitors to the Community Center and refers them appropriately. Directs visitors to rooms for meetings and programs.
- Answers questions regarding programs/events happening at the Community Center
- Collects program registration forms and fees and prepares for the Recreation Director
- Accepts Community Center Use forms and fees and refers to proper department.
- Communicates usage requests for Community Center meeting rooms to Departmental
- Handles numerous incoming calls and incoming correspondence referring to appropriate staff members or department; assists with resolving problems when possible or finding appropriate department to handle situation.
- Extended use of technology included but not limited to computer training, reviewing booking system, time sheets
- Assists other departments, offices or staff as needed to promote a team effort to serve the public.
- Sweeps, mops, or vacuums floors
- Gathers and empties trash
- Assist with setting up and taking down of meeting rooms

- Supplies restroom facilities, as needed
- Nightly inspection of building to ensure lights are off and all doors are locked down
- Complies with all proper safety and security procedures.

Other Functions:

- Performs similar or related work as required, directed or as situation dictates.

Knowledge, Skills, and Abilities:

- Knowledge of office practices, methods, and procedures
- Computer skills including but not limited to word processing, spreadsheets, database, and electronic mail.
- Excellent customer service skills including but not limited to the ability to greet visitors and answer telephones/electronic mail in a professional manner.
- Ability to handle multiple tasks.
- Ability to establish and maintain effective working relationships with the general public, other Town departments and Boards/Commissions.
- Ability to understand and follow oral and written instructions.
- Ability to learn assigned clerical tasks readily and to adhere to departmental routines.
- Ability to compose correspondence.
- Ability to file and organize.
- Knowledge of standard cleaning methods and procedures. Use of best practices when handling, mixing, and using cleaning chemicals.
- Skills and ability to complete assigned tasks in a timely fashion and within time constraints.
- Ability to perform work in a safe manner and follow all safety regulations.

Minimum Required Qualifications:

Education, Training and Experience: Qualifications required would generally be acquired with a High School Degree (GED) and a minimum of 1 years of experience in office administration, customer service, and computer experience; or any equivalent combination of education, work experience and training.

Special Requirements:

Fingerprinting / background check is a condition of employment, and at the applicant's expense. The Town also requires employees to submit to a DCF Registry check.

Errors and Omissions:

Errors in judgment or omissions could result in delay of services or rework, monetary loss.

Physical and Mental Requirements:

The work is primarily of an intellectual nature but requires a variety of physical capabilities. While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle, or feel objects; and reach with hands and arms and talk or hear; occasionally required to stand, kneel, and walk. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close and distance vision, and the ability to adjust focus. This position requires the ability to operate a keyboard and calculator at efficient speed. The employee must be able to hear normal sounds, distinguish sound as voice patterns and communicate through human speech using American English.

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)