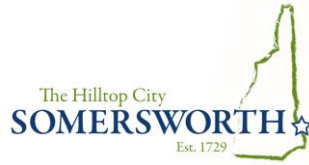


City of Somersworth ~ Job Opening



Department/Division: Development Services/Recreation
Position Title: Recreation Clerk (Part-time, 20 Hours)
Pay Range: \$16.68 to \$21.98

Qualifications: Secretarial and customer service experience desired. Associates degree from an accredited college or university in recreation or sports management, business, secretarial sciences, or related field preferred. Recreation program coordinating experience a plus. Familiarity with Microsoft Office suite and social media platforms is desired. Ability to learn and operate Recreation and Financial Management software. Ability to establish and maintain effective working relationships with other employees and the public is required. CPR and First Aid certification are preferred. Valid motor vehicle license required.

Duties/Responsibilities: The Recreation Clerk provides secretarial, clerical, and administrative support to Recreation Division.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides customer service by greeting and directing the public, answering inquiring and providing information, processing various program registrations and facility use requests, processing program registration payments, and the like.
- Processing payroll, payment requests, and purchase orders, preparing correspondence and reports, performing data entry, formulating fliers and various marketing materials, preparing content for newsletters and other brochures.
- Assists with the planning, coordination, scheduling and design of various classes, trips, events and programs. This includes making travel arrangements, scheduling facilities, handling registrations, trip reminders, making confirmation calls, designing of calendars, brochures, and program manuals. May also assist in advertising, posting information on our social media platforms, recruiting volunteers, conducting research, ordering supplies and the like.
- Maintains a variety of hard copy and electronic records including customer information, facility and program information, reports, grant information, accounting records, and inventory lists.
- Will provide coverage for the Recreation office and Recreation programs and events as needed
- Performs other general office duties and other related duties as required.
- Computer and general office equipment skills are required as well as ability to learn Financial and Recreation Management software.
- Other duties as assigned.

Scope of Examination:

Finalist must complete pre-employment screening to include; physical, drug test & background check.

To Apply:

City of Somersworth, City Hall
One Government Way
Somersworth, NH 03878

Linda Corriveau, Human Resources Manager
603-692-9529
lcorriveau@somersworthnh.gov

Date Posted: June 29, 2023

Closing Date: Open Until Filled with first review

The City of Somersworth is an Equal Opportunity Employer