

Summer Part-Time Recreation Assistant Williams Bay Recreation Department

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The Williams Bay Recreation Department is searching for one limited part-time recreation assistant. Individuals interested in enhancing their administrative skill set, learning the basics of recreation management, and assisting with events should apply for these positions. This is a great opportunity to develop your skill set and work with the community. These positions also have the opportunity to lead classes and help improve the quality of the department. Recreation Assistants will begin on May 28 through August 28 at 25 hours per week Saturday, Sunday & Monday from 8:00am-5:00pm.

Description:

The Williams Bay Recreation Department is seeking a creative, independent thinker for a position with hours that can be flexible, but staff typically work on the weekends and Mondays. This position will include a comprehensive experience within the department operations. Roles at the department will involve assistance within kayak and paddleboard rentals, programming, staff management, facility management, day camp, special events and marketing. The ideal candidate is a quick learner with computer programming and office administrative tasks.

Responsibilities:

Help with kayak and paddleboard rental operation. Administrative tasks included but not limited to – data entry, filing, answering phones, email correspondence, flyers and schedule coordination. Obey and enforce the practical safety rules, regulations and procedures established by the recreation department safety program that are pertinent to the activities conducted by the department.

Necessary Skills:

Able to coordinate numerous projects at once while working to deadlines. Excellent written and oral communication skills. Ability to establish and maintain a well-established working relationship with staff, media, and members. Superb customer service skills. Ability to solve problems independently in a professional manner. Ability to perform duties with initiative, persistence, creativity, integrity, good judgment and courtesy. Ability to create documents, databases and spreadsheets in the Microsoft Office and the department's database.

Hours/Days:

May 28 - August 28
Saturday, Sunday & Monday 8:00am-5:00pm

Compensation:

\$11.00 per hour, 25 hours weekly

