



Preston Parks & Recreation is hiring for a part-time office assistant/program assistant. Average of 10-15 hours per week. Part time position with no benefits. Hours will fluctuate depending on the needs of the department – day, evening, and weekend hours possible.

Works under the director supervision of the Parks & Recreation Director.

Duties may include, but are not limited to:

- Processing paper and online program registrations
- Preparing program rosters
- Preparing and distributing program flyers and advertisements
- Operate office machines (fax, copier, laminator, computer...)
- Maintain office files, both electronic and paper.
- Organize and inventory craft supplies, office supplies, safety and first aid equipment.
- Respond to inquiries both by phone and email
- Plan and develop programs, activities and community events
- Supervise programs
- Assist recreation director as needed.

**The duties listed above are intended only as illustrative 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 or a logical assignment to the position.**

#### **QUALIFICATIONS AND COMPETENCIES:**

- High School Diploma or GED required.
- Must be at least 18 years old
- Connecticut Motor Vehicles Operator's license required.

- Must meet all pre-employment requirements including background check pre-employment drug testing.
- Completes all required safety training per OSHA requirements.
- Ability to establish and maintain effective working relationships with individuals and groups, both professional and non-professional, co-workers, management personnel, the public and others.
- Ability to work in a fast-paced environment and juggle multiple priorities.
- Able to think quickly, assess a situation and make a sound decision.

#### **MENTAL AND PHYSICAL REQUIREMENTS:**

**The Physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

- Must be able to work standing for extended periods, up to 8 hours per day.
- Must be able to perform continuous bending, twisting, stooping, reaching and lifting of moderate to heavy weight material up to 50 lbs.
- Vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.
- Ability to keep his/her composure with the public and co-workers in everyday, stressful and emergency situations.

Please submit cover letter, resume, and application to Preston Parks & Recreation.  
389 Route 2, Preston CT, 06365. Position open until filled.