

**St Francis School District
Job Description**

Job Title: Recreation/Facilities Secretary **Reports To:** Community Engagement Coordinator

Job Category: Unclassified **FLSA Status:** Exempt

SUMMARY - This position supports the day-to-day operation of the Recreation Department and facility/building usage. Exceptional technology and software skills, money handling, and communication skills are essential to be successful in this role.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, as well as, other duties assigned:

1. Work with the Community Engagement Coordinator and the Recreation and Facilities Supervisor in administering all phases of the School District's Recreation Department and use of facilities.
2. Support the day-to-day operations of the Recreation Department/Office.
3. Support the recreation programs in the areas of aquatics, sports, poms, karate, summer programming, general programming, and additional innovative community offerings.
4. Maintain the District-wide calendar of events.
5. Support the use of the school facilities and all other off-campus recreation and athletic sites.
6. Support program planning, selection, implementation, and evaluation for the Recreation Department.
7. Support all the Recreation Department's public relations and communication needs including the creation and design of all seasonal program bulletins.
8. Assist the Recreation Manager and Director in maintaining policies and practices for programs.
9. Process and track payments, purchase orders, check requests and payroll for recreation expenditures.
10. Gather data and create reports such as, participation comparisons, program cost analysis, and satisfaction surveys.
11. Support all avenues of advertising for the Recreation Department.
12. Develop community knowledge and build community relationships.
13. Support the scheduling and invoicing of all facility use rental clients.
14. Serve as a role model for students by conducting self as a responsible, intelligent citizen.
15. Instill in students the belief in and practice of ethical principles and democratic values.

QUALIFICATIONS - To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. This job requires a high level of visibility, mobility, motivation, follow-through, confidentiality, flexibility, proactive problem-solving and excellent communication skills.

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma preferred. Experience with community recreation programming, extra-curricular programming and community events is desired.

PHYSICAL DEMANDS - 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.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands and fingers to handle, or feel objects, tools or controls; and talk and hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to sit. The employee frequently must squat, stoop or kneel, reach above the head and reach forward. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job.

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The employee must frequently lift and/or move up to 50 pounds such as cleaning supplies, pails and unloading trucks. Occasionally the employee will lift and/or move up to 100 lb. such as furniture. The employee will sometimes push/pull items such as tables, bleachers, scrubbing machines. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to focus.

WORK ENVIRONMENT - The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. The noise level in the work environment is usually quiet to loud.
2. Work in a fast-paced environment while handling multiple tasks.

DRUG-FREE WORKPLACE - The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy **4122.01** throughout his/her employment in the District.

The information contained in this job description is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned. This job description is intended to comply with the American with Disabilities Act; reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.