

Lower Makefield Township

Job Description

Job Title: Registration Coordinator

Department: Parks and Recreation

Supervisor: Monica Tierney, Parks and Recreation Director

Pay: \$15HR

Position Summary:

This position is a part time seasonal administrative position that will assist with processes memberships for summer programs.

Specific Duties:

- Process pool memberships through our capture point registration system.
- Prepare deposits for the bank.
- Assist with all verbal and written communications for the pool.
- Organize, file and check all supporting documentation regarding membership.
- Assists with registration for all facilities.
- Maintains records and files.
- Maintains supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
- Contributes to team effort by accomplishing related results as needed.
- Other duties as assigned.

Qualifications:

- 2 Years' experience in an administrative or customer services position.
- Strong computer skills. Proficient in Microsoft Excel, Word and PowerPoint, Capture Point.
- Ability to communicate clearly and concisely, both orally and in writing
- Strong organizational skills with attention to detail
- Ability to work with others as well as independently
- Primary duties will be conducted during the business day but a good candidate will be willing to work weekends, evenings or holidays when needed.
- Dependable and Reliable

01/25/2021