



City of Wisconsin Rapids Employment Opportunity

Seasonal Parks & Recreation Coordinator

The City is seeking to employ an energetic leader with recreation experience for the position of Seasonal Parks & Recreation Coordinator. This individual will provide assistance and reception duties for the Parks and Recreation Department. Performs a variety of clerical work—including financial transactions, billing, customer service and computer work, including generating and maintaining various receipts, forms, memos, agendas, minutes and reports. Answers and responds to calls and visitors from the public. Makes reservations for parks shelters and equipment. Maintains office supplies and petty cash. Counts cash and checks, prepares deposits, and submits to Finance Department. Registers public for Recreation programs, under the direction of the Recreation Supervisor.

Responsibilities include, but not limited to, the following:

- Generates and maintains numerous reports in computer systems, including, but not limited to, Microsoft Office, specifically, Word, Excel, Access, PowerPoint, Publisher, Sportsman SQL.
- Makes tabulations of posted data and/or arithmetic calculations. Performs reconciliation. Performs billing.
- Maintains records and documents, including indexing and filing. Maintains various filing systems.
- Receives and responds to all telephone calls and in-person inquiries and provides information on Department programs, including reservations, registrations.
- Processes payments and refunds for department programs and rentals. Collects security deposits.
- Reconciles cash register, records information in logs, and delivers cash to the Finance Department.
- Ensure accuracy for department forms- Park Shelter Reservation Application, Registration Paperwork.
- Manage and enhance Memorial Park Benches Program
- Complete agendas/minutes for Parks and Recreation Commissions meetings.
- Complete applications for park-related licensing/memberships.
- Processes payroll forms for employees.
- Purchase office and copier supplies
- Sorts and distributes mail.
- Maintains Department bulletin boards.
- Performs other related duties as may be required to assist the Centralia Center staff.
- Associates Degree in Business or a related field is preferred. High School Diploma required. 2+ years of office administration is preferred.

This is an hourly position. Starting salary is \$16.54 based on experience and qualifications.

Qualified candidates should submit a resume and application via email to Recruitment@wirapids.org by March 24, 2023. Candidates must meet the minimum requirements of this position in order to be considered. Applications are located at this link: <https://www.wirapids.org/job-opportunities.html>

The City of Wisconsin Rapids is an equal opportunity employer. Women, minorities, veterans, and individuals with disabilities are encouraged to apply. If you need assistance at any time during the application process, please call 715-421-8214.