



# TOWN OF BROOKLYN

P.O. Box 356 - Route 6 and 169  
BROOKLYN, CONNECTICUT 06234

OFFICE OF THE SELECTMEN  
(860) 779-3411 Option 2

TOWN CLERK  
(860) 779-3411 Option 4

TAX COLLECTOR  
(860) 779-3411 Option 5

ASSESSOR  
(860) 779-3411 Option 6

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Position Title: Parks & Recreation Office Assistant  
Department: Recreation  
Reports to: Recreation Director  
Status: Part-Time (15hrs/wk), Year-Round, Non-exempt  
Benefit Eligible: No  
Union Eligible: No  
Salary Range: \$18.44hr - \$24.25hr

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## **Position Purpose:**

The purpose of this position is to perform responsible record-keeping, administrative, and clerical work under supervision to support the parks and recreation department functions consistent with policies and procedures and applicable laws. The position has office hours and extra hours that allow the employee to assist with special events scheduled for outside normal working hours.

## **Supervision:**

*Supervision Scope:* Performs a wide variety of routine, clerical, and administrative responsibilities. Requires the ability to work independently after learning the responsibilities.

*Supervision Received:* Works under the direction of the Parks and Recreation Director; follows established procedures where appropriate and instructions as provided.

*Supervision Given:* May oversee and direct tasks of volunteers as needed.

## **Job Environment:**

- Administrative work is performed in a moderately noisy office with regular interruptions during the day from the general public.
- Requires the operation of telephones, computers, copiers, and other standard office equipment.
- Makes frequent contact with other municipal departments, the general public, schools, businesses, organizations, other recreation departments, staff, facilities, and volunteers; communication is frequently in person, by telephone, e-mail, and in writing.

## **Essential Functions:**

*(The essential functions or duties listed below are intended only as illustrations 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, related, or a logical assignment to the position.)*

- Conducts the registration of program participants including implementing the program information into the computer database, and collection of program fees; maintains, and distributes registration lists.
- Maintains financial records and reports for the department. Responsible for receiving and recording fees paid; Follows up on late program payments, processes refunds, gathers information for instructors' payments, and prepares deposits of collected fees.

- Assists with the development and distribution of marketing material (news releases, advertisement, brochures, etc.) about department programs and activities in a variety of formats including in-person, print, and electronic.
- Assists with the development of new programs or trips by researching and gathering information about cost, instructors, schedules, etc.
- Assists with coordination of department programs and special events and any relative correspondence needed to organize and conduct the program or event.
- May be asked to attend or assist at indoor or outdoor programs and special events as needed for set-up, take down, and ensuring safety of program participants.
- Handles administrative duties such as; assisting with department reports, correspondence, updating the department webpage, and purchasing supplies for programs and events.
- Manages office supplies and equipment.
- Work independently, respectfully, and in cooperation with all department staff and town employees.

### **Other Functions:**

Performs similar or related work as required, directed or as situation dictates.

### **Minimum Required Qualifications:**

Must have a High School Diploma or GED with 2 years' increasingly responsible work experience preferably in record-keeping, office management, and/or customer service or working in a recreational office; or any equivalent combination of education and experience.

### **Knowledge, Skill, and Ability:**

- Knowledge of modern office practices and procedures.
- Knowledge of Town and departmental policies and procedures.
- Knowledge of Microsoft Word, Excel and Print Shop software, internet and e-mail.
- Knowledge of correct grammar and usage.
- Skill in basic accounting.
- Skill in public relations.
- Skill in establishing and maintaining files and records.
- Skill in operating a telephone, computer, calculator, copier, postage and folding machine.
- Skill in oral and written communication.
- Skill in organization.
- Ability to deal with problems and maintain effective working relationships with department heads, employees and the general public.
- Ability to handle monies and assist with deposits.
- Ability to maintain accurate records.
- Ability to maintain confidential medical and financial information.
- Ability to manage multiple priorities at one time;
- Ability to work independently and collaboratively with other Town employees, volunteers, and the general public.

### **Physical and Mental Requirements:**

The work requires intellectual abilities and some physical capabilities. While performing the duties of this job, the employee is frequently required to stand, sit, use hands to finger or handle objects, and talk or hear; occasionally required to walk, kneel and reach with hands and arms. The employee must occasionally lift or move up to 50 pounds. *(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)*

*Interested candidates will need to send a cover letter and resume to Human Resources, Attn: Lori Gilpin  
@ 119 Gorman Road, Brooklyn CT 06234 or [gilpin@brooklynschools.org](mailto:gilpin@brooklynschools.org) Application deadline: July 17, 2023*