

ACTIVITIES & EVENTS ASSISTANT

- Manual dexterity necessary to efficiently operate office equipment including, but not limited to, computer, calculator, and copier.
- Customer service focus.

EDUCATION:

- High School Diploma or GED.

Additional Examples of Work Performed:

PHYSICAL AND SENSORY REQUIREMENTS (with or without the aid of mechanical devices)

- Must be able to move intermittently throughout the workday.
- Must be able to cope with the mental and emotional stress of the position.
- Must be able to see and hear, or use prosthetics that will enable these senses to function adequately to assure that the requirements of this position can be fully met.
- Must function independently and have flexibility, personal integrity, and the ability to work effectively with personnel, visitors, government agencies, and general public, etc.
- Must be able to push, pull, move and/or lift a minimum of 15 lbs. to a minimum height of 3-4 feet and be able to push, pull, move and /or carry such weight a minimum of 5 feet.

Knowledge Skills and Abilities:

SPECIFIC REQUIREMENTS

- All listed minimum qualifications
- Must be willing to sing/dance/perform for children/family programs.
- Must be willing to create marketing materials such as bulletin boards, flyers, social media posts and displays.
- Ability to work independently and exercise initiative.
- Must be able to effectively communicate with staff and the public.
- Must possess the ability to make independent decisions when circumstances warrant.
- Must be able to operate office equipment including information management tools (Windows applications, Microsoft Office Suite, etc.).
- Must possess the ability to deal tactfully with personnel, visitors, government agencies/personnel, and the general public.
- Must possess ability and willingness to work
- Must be willing to seek out new methods and principles and be willing to incorporate them into existing practices.
- Ability to effectively use word processing, spreadsheet, and e-mail applications.

- Must have patience, tact, a cheerful disposition and enthusiasm as well as the willingness to handle difficult staff and situations.
- Must not pose a direct threat to the health or safety of other individuals in the workplace.

WORKING CONDITIONS

- Works in assigned area, including office areas, training rooms, library, etc, as necessary.
- Moves intermittently during working hours.
- Works flexible hours.
- Is subject to frequent interruptions.
- Is subject to work beyond normal working hours, evenings, weekends and holidays when necessary.
- Attends and participates in continuing educational programs designed to keep abreast of changes in the profession.