

POSITION VACANCY
Administrative Associate
Parks and Recreation
Grade 5 \$19.32

The Town of Wolfeboro is seeking applications for the position of Administrative Associate for Parks and Recreation. This is a full-time 35 hour union position.

This position provides moderately complex administrative support to the Department of Parks & Recreation-all divisions, and the Director of Pop Whalen and Abenaki to include day-to-day office management for the Departments. This position is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control; performs all other related work as required.

EXAMPLES OF DUTIES

- Performs general office work: distributes mail, drafts correspondence, orders supplies, and acts as a go-to for general office help.
- Performs a range of administrative and clerical services including but not limited to payroll, accounts payable, the processing of purchase orders, utility invoices, deposits, and fees.
- Assists citizens with the process of Program registrations, payment plans, beach passes, user drop-in activities and payments.
- Assists with public service announcements, brochures, departments social media accounts and marketing.
- Assists with programming and special events as required which may result alternate scheduling.

High School Degree required, associate or bachelor's degree preferred; Three to five (3-5) years of administrative experience or related field preferred; experience working with computers; experience working with the public and responding to customer service requests or any equivalent combination of education and experience.

Please submit a Resume and/or Letter of Interest to the Human Resource's Office preference will be given to applications received by 4:00 pm on November 24, 2023, but position will remain open until filled.

Attn: Michele Chamberlain

PO. Box 629

Wolfeboro NH, 03894

or via hand delivery or via e-mail to hrcoordinator@wolfeboronh.us