



## **CITY OF CLEWISTON EXTERNAL JOB POSTING**

**Position: Recreation Assistant**  
**Department: Recreation – Youth Center**

**Position Summary:** Routine and varied clerical work. Types correspondence, data, form letters, and reports. Answers telephone and provides general information. Supervises youth center game room and meeting room.

### **JOB DUTIES**

1. Read and route incoming mail. Locate and attach appropriate file to correspondence to be answered by employer.
2. Compose and/or type routine correspondence such as letters, memos, and press releases.
3. Organize and maintain file system, and file correspondence and other records.
4. Greet visitors and direct to appropriate area.
5. Supervise activities at Youth Center.
6. Assist Director with programs as needed.
7. Prepare outgoing mail and correspondence, including e-mail and faxes.
8. Answer phone and screen calls for Director and supply information about City's rental facilities and recreation programs. Reserves and prepares facilities.
9. Order and maintain supplies/inventory, and arrange for equipment maintenance.
10. Issue purchase orders in Recreation Director's absence.

### **REQUIREMENTS**

1. High school diploma or general education degree (GED); or six months to one year related experience and/or technical training; or equivalent combination of education and experience.
2. Must have good typing, computer, data entry skills, and bookkeeping skills.
3. Must have good oral and written communication skills.
4. Capable of meeting deadlines and performing detailed and accurate work.
5. Considerable independent judgment and discretion is involved when representing the City in communications with the public and employees.
6. Must be willing to work weekends and after hours.

Applications can be picked up and turned in to:

Ashly Sergent  
Human Resources  
Clewiston Youth Center  
110 Osceola Avenue  
Clewiston, FL 33440