

# Office Assistant Job Description

## Duties

The following duties are performed under the guidance of a supervisor:

- Assist in setting up the club office at the beginning of the summer and packing up at the end of summer
- Assist on Registration Day
- Set up and clean up the office everyday
- Register members for programs and events and process payments
- Process Bank Deposits
- Answer questions regarding club activities and programs
- Listen to phone messages and make phone calls
- Typing and filing
- Create posters and white boards for advertisements
- Post information and maintain the pool bulletin boards
- Write reports and/or cheques for bills, refunds and reimbursements
- Assist in writing end of year reports
- Other duties that may be required that fall under the responsibility of the Office staff

In addition, Office Staff are expected to:

- Present a professional appearance and attitude at all times
- Maintain an excellent standard of customer service
- Act as positive role models to all Club Members.
- Work as part of a team and proactively provide assistance as necessary throughout the operation of the club

## Qualifications

- Strong people and communication skills
- Able to work on own initiative and follow verbal and written instructions
- Ability to work well individually and in a team environment and maintain effective working relationships
- Basic Computer skills
- Knowledge of the CBSC programs, activities, and culture
- Knowledge of general office practices

## Availability:

Office Staff must have flexible availability throughout the eight weeks of the CBSC summer programs. Work schedules will generally fall on Monday, Tuesday, Thursday and Friday for the eight weeks of the club but hours will vary day to day throughout the summer, based on the general workload. A total minimum number of hours over the summer will be assigned but some weeks will require more hours scheduled and some less. In addition, computer training will occur on various dates in May and June.

***NOTE: Duties and availability may be different if COVID-19 procedures are in place for the summer of 2021.***