

Position Title: Intermittent Athletics Staff (Non-Benefit Eligible)

Starting Wage: \$7.25 - \$12.00 Per Hour

<p>Application Deadline: Until Filled</p>	<p>An Online Application and testing (if req'd) must be submitted for each position by 11:59 p.m. on the deadline date (if applicable). Applications with missing information and testing will not be considered. Tests may be completed at the Topeka Workforce Center (785-235-5627) by appointment only. Test scores are valid for 2 years from test date.</p>
--	---

For more information, call (785) 251-4435, Shawnee County Human Resources, 200 SE 7th St., Rm. B-28, Topeka 66603.

MINIMUM QUALIFICATIONS

- Must be 16 years old.

SPECIAL REQUIREMENTS: After a conditional offer of employment, applicant must pass a pre-employment drug screen.

DEFINITION: Under general supervision, applicant will serve as an office assistant for the athletics division for youth and adult programs offered throughout the year. The assistant will work at our league offices within Shawnee County and must be able to work with minimum supervision.

EXAMPLE OF DUTIES:

- Answering office phones
- Registering participants in programs
- Creating/updating marketing materials
- Opening and closing procedures
- Daily cash reports, deposits, and reports
- Updating league standings/revising schedules/notifying teams of change
- Works daily on Microsoft Office, Outlook, email blasts and website navigation
- Other duties as assigned

KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of: Recreation activities and equipment; Federal, State and County laws, resolutions, rules and regulations.

Ability to: Effectively communicate verbally and in writing while maintaining a working relationship with participants and employees; use computer programs for registration, communication and marketing; interpret and apply any laws, resolutions and policies set forth; manage office tasks and equipment; assist with center supervision as needed.