

Organization: Orcas Island Park and Recreation District

Job Title: Operations Assistant

Reports To: Executive Director

Employment Type: Part-Time, Permanent

Schedule: 25 hours/week, Mon-Fri 12:30 – 5:30. *work hours may vary as required for events and programs.

Pay: \$22 - \$25 per hour

Benefits: Paid Sick Leave, Vacation, Retirement (Washington State PERS)

Job Summary:

The Operations Assistant will support the daily park and recreation operations by assisting in the planning, coordination, and execution of various programs and services. This role involves working closely with the various team members to ensure efficient and effective support of recreational activities, maintenance of park facilities, and overall customer satisfaction.

Key Responsibilities:

1. Administrative Support:

Assist in correspondence, including email, phone calls, and in-person inquiries from the public. Complete data entry, drafting, organizing, and maintaining documents.

2. Customer Service:

Serve visitors and program participants, providing information and assistance regarding park services, programs, and activities.

3. Program Support:

Assist Program Coordinator in the planning, implementation, and evaluation of recreational programs and events, ensuring all logistical needs are met. Assist with the setup and breakdown of programs and events, act as onsite supervisor for activities.

5. Park Maintenance:

Help maintain cleanliness and organization of park grounds and facilities.

6. Team Collaboration:

Work collaboratively with other team members, volunteers, and community partners to enhance park experiences and foster community engagement. Attend meetings and training sessions as required, contributing ideas for program improvement and operational efficiency.

7. Compliance and Safety:

Assist in the implementation of facility use compliance, safety protocols and emergency procedures during events and activities.

Qualifications:

- High school diploma or equivalent.
- Previous experience in operations, customer service, and recreation management is a plus.
- Strong organizational skills and attention to detail.
- Excellent communication and interpersonal skills.
- Proficient in Microsoft Office Suite and familiarity with database management.
- Passion for recreation and community engagement.

Physical Requirements:

- Ability to lift and carry up to 50 pounds.
- Comfortable working both indoors and outdoors in various weather conditions.
- Willingness to participate in physical activities related to park district operations and events.

Application Process:

Interested candidates should submit a resume and cover letter in PDF format to Kim Ihlenfeldt: kim@oiprd.org. The application period is open until filled with first consideration for materials received by January 8th.