



# Grafton Parks & Recreation

## Seasonal, Part-Time Front Desk Administrative Assistant:

**Term:** May- August or  
September  
**Pay:** \$14 - \$16 DOE

**Work Location:** 715 West 5<sup>th</sup> Street, Grafton, ND 58237

**Work Hours:** 11am – 5pm Daily, with emphasis on Friday.

### Brief Outline

Must be friendly and hard working. Must be familiar and comfortable with computers and software. Be able to create online posters, brochures, documents, and catchy posts. Be able to edit and add to existing spreadsheets. Take campground reservations, count money, record money in correct software, and answer phones and emails. Supports the Director, Business Manager, and Recreation Manager with tasks that support Grafton Parks and Rec and the community. Communicate ahead of time any days off needed or seeking.

### Key Responsibilities and Duties:

- Answer phones and direct calls or take a message. Check all phone messages on the voicemail when you arrive at the office.
- Take Campground Reservations on Campground Master (name, address, zip, phone, email, and credit card information).
- Run all credit card transactions through RecDesk.
- Help check in and assist all campers with payments, and questions.
- Check Drop boxes and enter and report on all cash or checks placed in the drop box into Campground Master.
- Take Elmwood, Pool, CC, and Shelter Rentals on RecDesk.
- Help maintain our online presence by creating FB posts, events, thanking sponsors, and posting our upcoming lessons and events.
- In early June, prep Corn Maze; call all sponsors and reserve food trucks for 5 weekends. Follow-up periodically throughout job term.
- Periodically check Roverpass (campground reservation website).
- Communicate with Campground Host, Lyle things deemed necessary to assist in smooth and restful stay for all our campers.

If you're a quick learner and hard worker, you can do this job! Please print off a part time application form off our website [www.graftonparks.com/employment](http://www.graftonparks.com/employment)

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