



## LOVELL RECREATION DISTRICT & BOCES OFFICE MANAGER JOB DESCRIPTION

600 Shoshone Ave. / P.O. Box 596 • Lovell, WY 82431 • Phone: 307-548-6466

**Category:** Part-time, approximately 20 hours per week.

**Hourly Pay Rate:** \$12.00- \$15.00

**Supervisor:** Lovell Rec Director / BOCES Coordinator

### Description:

The Lovell Recreation District and BOCES Office Manager

### Qualifications:

- High School Diploma or equivalent
- Effective oral and written communication skills.
- Accepts and reacts professionally to input, supervision, evaluation and can function under stress.
- Lift and carry at least thirty-five (35) pounds.
- Demonstrates organizational abilities.
- Maintains good health, appropriate dress, and a professional appearance.
- Knowledge and proficient skills with using a computer.

### Preferred:

- Knowledge with use of Quick Books Online and basic bookkeeping experience.
- Past Office Manager experience.

### Responsibilities May Include:

- Answering phone and email and other interactions with patrons while using positive communication.
- Dealing with all money transactions. Helps in collection of late payments. Counts and makes all deposits to the bank.
- Basic bookkeeping via Quick Books Online (entering transactions, coding of transactions etc..)
- Good clerical skills and document proofreading.
- Runs various errands by direction of the director or coordinator. Mail (pickup and deliver), Bank deposits, Pool Money, etc.
- Maintains office supply inventory.
- Assisting in organizing of Rec sports gear, check-out of gear, and maintaining records.
- Assisting in maintaining calendars of activities on our office website and at the Lovell Pool.

- Assists in opening and closing of buildings as needed.
- Cleaning duties at office.
- Attends and keep minutes of all Lovell Recreation Board Meetings and BOCES Board Meetings. If unable to attend, ensure a replacement.
- Assistance in setting up may be required for various programs and activities.
- Other duties and activities as requested by the Recreation Director or BOCES Coordinator.
- Fill out a self-evaluation and meet with the Recreation Director and BOCES Coordinator to fill out and review an Employment Evaluation annually for Big Horn Co. Sch. Dist. #2.
- Other duties as assigned.

**NOTICE OF NONDISCRIMINATION:** Big Horn County School District #2 does not discriminate on the basis of race, color, religion, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Inquiries may be directed to Brandon Weiss, Title IX and Section 504 Coordinator, at 502 Hampshire Avenue, Lovell, WY 82431, by phone at 307-548-6563, or via email at [bweiss@bgh2.org](mailto:bweiss@bgh2.org). For further information on notice of non-discrimination, contact The Office for Civil Rights, Department of Education, Cesar E. Chavez Memorial Building, 1244 Speer Boulevard, Suite 310, Denver, CO 80204-3582, Telephone: 303-844-5695, FAX: 303-844-4303; TDD: 800-877-8339, Email: [OCR.Denver@ed.gov](mailto:OCR.Denver@ed.gov).