

LOCKPORT TOWNSHIP HIGH SCHOOL DISTRICT 205

TITLE: Community Wellness Center (CWC) Secretary/12 month

QUALIFICATIONS:

- High school diploma or equivalent, vocational/technical training in office practices with secretarial experience preferably in the following: bookkeeping and effective computer use.
- Demonstrated ability to analyze data and other information.
- Ability to work under strict deadlines and with multiple priorities.
- Willingness to work a non-traditional work schedule as required (occasional weeknights and/or weekends).
- Knowledge of Google applications.
- Bilingual preferred

REPORTS TO: Director of the Community Wellness Center and Aquatic Director

JOB GOAL: To support the Director of the Community Wellness Center and the Aquatic Director in providing services to the students and staff of Lockport Township High School, as well as to the community.

PERFORMANCE RESPONSIBILITIES:**1. CLERICAL DUTIES:**

- a. Print out and post daily facility schedule.
- b. Greet the public and answer all queries on all aspects of the CWC
- c. Communicate positively with staff, vendors, and public in district service area
- d. Receive and distribute messages for department staff
- e. Pick up and distribute department mail
- f. Enter in programs, memberships, program participants, and rentals into the registration program
- g. Print member cards
- h. Input programs and new program numbers into registration software for new program sessions
- i. Contact consulting firm on problems with registration software
- j. Set up membership, revenue, and program codes
- k. Set up computer and other office equipment
- l. Collect all time sheets and give to director for approval
- m. Input all timesheet information into timekeeping software

- n. Train front desk staff on new procedures and set front desk schedule
- o. Attend and take minutes for all staff meetings
- p. Print class rosters for all instructors
- q. Maintain up-to-date staff and instructor contact lists
- r. Change telephone message for holidays and closings due to athletics, etc.
- s. Make phone calls for class cancellations and combining of classes
- t. Prepare flyers, program brochures, booklets, other public relations information, and correspondence as needed
- u. Compose routine correspondence, reports, forms, etc.
- v. Compile brochure and school flyer during scheduled time
- w. Secure school administration approval for distribution of flyer
- x. Deliver school flyers when assigned
- y. Prepare cancellation/refund letters and membership expiration letters
- z. Update CWC google forms
- aa. Other duties as assigned

2. ORGANIZATIONAL DUTIES:

- a. Demonstrate knowledge of the principles, practices, and appropriate methods of an effective office, as well as customer service practices.
- b. Take registration for programs, special events, and intramural programs
- c. Coordinate intramural packets, rosters, and rules
- d. Schedule all staff and coordinate office procedures
- e. Assist the Director of the CWC in assigning rentals year round
- f. Create schedule and spread sheets as needed

3. FINANCIAL DUTIES:

- a. Send out invoices and confirmation letters when needed
- b. Monitor program budgets with the guidance of the Director
- c. Balance daily deposits and provide cash deposits and reports to district office
- d. Prepare purchase orders, requisitions, and check requests
- e. Order office supplies and first aid kits
- f. Assist the Director with budget development

EVALUATION: Performance of this job will be evaluated yearly in accordance with provisions of the Board of Education policy.