

Colts Neck Recreation and Parks: Administrative Assistant

Colts Neck Recreation and Parks is seeking a professionally responsible and organized administrative assistant with knowledge in record-keeping, extensive interaction with the general public and maintaining program registrations, financial handling and similar duties.

To apply please submit your cover letter and resume to either cnrecpks@coltsneck.org with the subject line: Recreation and Parks Administrative Assistant or to Colts Neck Recreation and Parks, 14 Heyers Mill Rd. Colts Neck, NJ 07722 by Wednesday, August 26th.

Position Overview

- **Status:** Full-Time (35 hours/week with flexible hours; occasional nights/weekends).
- **Direct Supervisor:** Recreation and Parks Director.
- **Core Focus:** A public-facing role requiring strong organizational, record-keeping, and financial handling skills.

Minimum Requirements

- Bachelor's Degree in Recreation, Business Administration or similar. Workplace experience
- Valid New Jersey Driver's License.
- Proficiency in Windows, Microsoft Office, and general office equipment.
- Helpful but not required: Experience with Community Pass or similar recreation management software.

Key Responsibilities

Customer Service & Office Management

- Serve as the first point of contact for resident inquiries and recreation and parks fields and facilities requests.
- Manage phone calls, emails, and in-person interactions.
- Assist with departmental marketing, social media, and flyers.

Program Registration & Facility Scheduling

- Process program registrations, issue receipts, and manage daily counts.
- Coordinate facility scheduling, issue permits, and collect fees for town recreational fields and facilities.
- Input new reservations and programming into the recreation software.

Financial & Administrative Support

- Maintain accurate financial records alongside the Financial Department (including in-person payments).

- Assist with budget preparation, process invoices, and prepare purchase orders.
- Manage office supplies, confidential files, and record meeting minutes.
- Support payroll (weekly timesheets) and the onboarding process for new hires.

Event & Program Assistance

- Help set up occasional seasonal programming and township events.
- Attend occasional programs to support and ensure they meet department standards.