



## **POSITION DESCRIPTION**

**Mission:** Uniting Baltimore through parks.

Parks & People has worked for more than 30 years to build public-private partnerships that sustain and improve Baltimore's parks and green spaces, with a legacy of investing in projects that revitalize green programs that allow children, youth and adults to learn, grow, and explore their natural environment. Our vision is to ensure that everyone in Baltimore is connected to nature, their community and each other through vibrant parks and green spaces.

### **OPERATIONS ASSISTANT**

**DIVISION: PROGRAMS**

**REV:** 11/08/17

**SEASONAL, NON-EXEMPT**

**MAJOR RESPONSIBILITY:** This position assists with the coordination of major operational functions of summer programs. Duties include: assistance with facilitation of program participant registration; database and file management; coordinating supply inventory and distribution; phone service; coordinating food service; and general administrative duties, as assigned.

**REPORTS TO:** Program Assistant

#### **ESSENTIAL FUNCTIONS:**

1. Coordinate inventory, disbursement and collection of supplies and materials
2. Assist in maintenance of participant files
3. Acquire program supplies
4. Assist with answering office phones and returning messages
5. Assist with coordination of summer program special events (staff party, graduation, etc.)
6. Trouble shoot and problem solve logistical issues
7. Provide general administrative support

#### **QUALIFICATIONS:**

##### ***Requirements***

- 2+ years of experience in office setting
- Ability to demonstrate hands-on knowledge of Microsoft Word and Excel
- Proficient oral and written communication skills
- Must be able to effectively handle fast-paced daily problem solving duties involving participant transportation, parent concerns and logistical issues in a positive manner
- Strong interpersonal skills needed to interact with staff, participants, parents and the public
- Good time-management skills and flexibility needed to prioritize tasks and handle multiple concurrent activities which are often associated with deadlines
- Very strong organizational skills
- Ability to work without direct supervision

##### ***Preferences***

- Bachelor's degree