



## THE TOWNSHIP OF BRIDGEWATER

100 COMMONS WAY / BRIDGEWATER, N.J. 08807  
908/725-6300 / FAX # 908/725-3365

### JOB POSTING

Title of Position: **PART TIME OFFICE STAFF**

Reports to: Superintendent of Recreation

#### Responsibilities and Duties

The successful candidate will work under the direction of the Superintendent of Recreation conducting various duties.

1. Assist residents on phone and at counter
2. Verify registration forms and maintain registration files
3. Maintain and update waitlists
4. Photocopy registration forms and other documents
5. Input data and create rosters for recreation programs
6. Learn soccer website and apply payments
7. Ensure all soccer fees are collected
8. Organize and maintain accurate inventory records of equipment, uniforms, and supplies
9. Maintain insurance certificate records and ensure all certificates are up to date
10. Other duties as determined by the Superintendent of Recreation and full time staff

#### Qualifications

1. Must be 18 years old with a High School diploma or Equivalent
2. Possess a valid driver's license
3. Excellent verbal and written communications skills
4. Strong customer service skills
5. Proficiency in Microsoft Excel, Word, Outlook
6. Ability to multitask
7. Physical requirements:  
Able to lift up to 50 pounds

Compensation: \$15.00 per hour

Work Hours: Various hours, approximately 15 hours per week

It interested, please fill out an application available on our website at [www.bridgewaternj.gov](http://www.bridgewaternj.gov), under "Employment Opportunities" with a resume and email to: [www.personnel@bridgewaternj.gov](mailto:www.personnel@bridgewaternj.gov).

Posting Date: 12-12-2017

Closing Date: 12-27-2017

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