



## Hyde Park Recreation

### **Office Registrar - Job Description**

Supervisor: Recreation Director

#### **Qualifications**

- Experience in office skills including, but not limited to: answering phones, taking messages, giving out information, dealing with the public in a respectful and professional manner.
- Experience with on-line registration software MYREC preferred. If not, strong technology skills and ability to use computer software to register people, create lists, compile daily financial reports, program and update registration system.
- Experience with Microsoft Word and Excel.

#### **Responsibilities**

1. Register applicants through ACTIVENET “On-Line Activity Registration” computer software program for Adventure Day Camps, Specialty Camps, Swimming Lessons, and Recreation Memberships.
2. Promulgate daily cash reports from Activenet and prepare bank deposits while balancing monies collected for the day.
3. Take monies collected from Trading Post and Pool Gate, re-check daily cash reports with monies collected, and prepare for bank deposit.
4. Perform assorted office duties including, but not limited to: mailing, creating forms, reports, organizing files, archiving files, etc.
5. Secondary duties may include, but are not limited to: supporting summer staff with weekly lists, looking up information on registrants, etc.

#### **Pay Rate**

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