

# WESTERN ELMORE COUNTY RECREATION DISTRICT

**Job Title:** Administrator  
**Classification:** Part-time (Up to 30 hours per week)  
**Location:** 245 E. 6<sup>th</sup> S., Mountain Home, ID 83647  
**Reports to:** Board of Directors

## **Job Description:**

The Administrator is highly organized and effective in managing front office operations. They support the District's community engagement efforts. As the official Secretary of the Western Elmore County Recreation District, you will play a vital role in maintaining accurate records and facilitating communications between the District and the community. The Administrator should demonstrate strong leadership, organizational skills, and the ability to prioritize tasks efficiently.

## **Key Responsibilities:**

### *Administrative Duties:*

- Provide general administrative support to employees and Board members.
- Maintain a professional work environment, ensuring excellent customer service.
- Attend and document Board meetings, post agendas, and manage public record requests.
- Handle incoming mail and materials.
- Act as the District Clerk.
- Maintain filing systems, ensuring displayed information is current.
- Foster clear communication between community members and the Board.
- Ensure proper use of District resources and maintain a welcoming atmosphere.

### *Office Management:*

- Manage front office operations.
- Assist the Board with District projects and maintain the District website and social media sites.
- Organize office procedures and coordinate equipment maintenance.
- Support the orientation process of new employees and volunteers.
- Comply with District policies and procedures.

### *Event Management:*

- Plan and coordinate in-house or off-site activities.
- Collaborate with other agencies and community members on recreational projects.
- Set up rooms for meetings and events, maintaining room conditions.
- Manage the schedule for facility use and key inventory.

### *Financial Duties:*

- Assist in the formation of the annual budget.
- Attend required trainings.
- Assist with grant writing.
- Coordinate office supply orders.

**Skills Required:**

- Proficient in clerical functions, drafting correspondence, scheduling appointments, and file organization.
- Strong time management skills, self-motivated, and detail oriented.
- Excellent written and oral communication.
- Strong leadership skills and the ability to think critically and problem-solve.
- Proficiency in Microsoft Office, email, databases, and the internet.
- Hands-on experience with office equipment.
- Ability to work independently or in a team and exercise good judgement.

**Requirements:**

- Previous experience in office administration, project management, or a supervisory capacity preferred.
- High school diploma required; some college preferred.

**Compensation:**

Starting pay ranges from \$15-\$18/hour. Based on experience

If you are an organized and motivated individual with the skills and experience to excel in this role, we encourage you to apply. Join us in promoting community engagement and recreation within Elmore County!

To apply, please submit your resume and cover letter to [recreation@wecrd.org](mailto:recreation@wecrd.org) with the subject line "Recreation District Administrator Application."

*Please note: The Western Elmore County Recreation District is an equal opportunity employer. We do not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or any other status protected by law or regulation.*