

## **Visitor Specialist III – Team Sports Specific**

Division: Athletics Division, team sports specific

Pay Range: \$17-\$20 / Hourly

Job Status: Part Time, 29 per week, mostly daytime, possible evenings/weekends at times

The purpose of the team sports specific visitor specialist III is to assist the team sports staff with their administrative needs. The position will be located at Hembree Park with possible rotation to other team sports facilities to assist as needed.

### **General Responsibilities:**

- Provide Customer service at Hembree Park Recreation Center or other facility as needed; answer the phone, provide general commutation and assist visitors
- Assist in setting up the League Management system each season. Upload sports specific information and send notifications
- Provide administrative assistance for team sports staff for section requisitions, invoicing, check requests and payroll
- Assist with the registration software, including program masters and room reservations
- Oversee the Facility Use Sheet (FUS) operations and communications
- Assist staff with any sport specific registration software
- Schedule Visitor Specialist I for Team Sport Facilities
- Assist in the hiring process for visitor specialist I positions
- Assist with sorting uniforms or equipment as well as hand out and collection of items
- Support staff at tryouts and evaluations as needed
- Assist rental staff with building or field rentals
- Open and close facilities as needed and operate building alarms
- Assist with any other assigned tasks as needed

### **Preferred Knowledge, Skills and Abilities:**

- Knowledgeable in Microsoft office, specifically excel
- Knowledgeable in program registration and other software applications
- Customer service and administrative assistant experience preferred
- Ability to learn, comprehend, and apply concepts needed for the administrative functions of the position