



# JOB ANNOUNCEMENT

## Administrative Assistant

The Administrative Assistant works for the Calvert Nature Society and the Calvert County Parks & Recreation Natural Resources Division performing administrative tasks related to programs, membership, volunteer and nature center operations. Work requires independent thought and the ability to adjust to changing environments. The ideal candidate will have knowledge of computer operation (Microsoft Office software, web-based software) and public customer service practices. Successful candidates demonstrate the ability to deal effectively with the public, maintain cash and reports, and communicate effectively in both verbally and in writing.

**TO APPLY:** Email cover letter, resume and two references to [info@calvertparks.org](mailto:info@calvertparks.org)

**SALARY RANGE:** \$15.42 - \$17.08 Hourly

**SCHEDULE:** 16-24 hours per week. Additional hours may be available. Requires at least one weekday at the Battle Creek Cypress Swamp Nature Center; additional hours are eligible for telework.

**MINIMUM QUALIFICATIONS:** High school diploma or GED equivalent. Two years' experience working in a customer service-oriented position.

**LOCATION:** Battle Creek Cypress Swamp Nature Center, Prince Frederick, MD. Eligible for Telework

### JOB SUMMARY:

- Processes program registration.
- Processes membership cards and fees.
- Accepts cash, checks and credit card payments and follows approved cash handling procedures.
- Assists with the preparation of financial and attendance reports.
- Assists with volunteer administrative tasks.
- Staffs the Nature Center reception desk.
- Responds to inquiries for information or assistance.
- Answers telephone and greets visitors.
- Opens and closes the Nature Center.
- Interprets and explains rules and regulations; reports violations.

**OTHER INFORMATION:** Valid driver's license required. Subject to background investigation. First Aid and CPR certificates preferred.

**PHYSICAL DEMANDS:** Requires operation of keyboard devices, long periods of sitting, standing, frequent walking indoors, repeated bending, crouching, stooping, stretching or reaching; recurring lifting of objects up to 49 pounds.

**TRAINING:** On-the-job training on procedures and online software will be provided.

### Calvert Nature Society

Calvert Nature Society is dedicated to the protection and preservation of Calvert County's natural heritage and the creation of an environmentally literate and aware community. We provide opportunities for appreciation and understanding of our natural world through our outreach initiatives and in support of the mission of the Calvert County Natural Resources Division. The Society is a 501(c)3 organization. <https://www.calvertparks.org/>

### Calvert County Parks & Recreation Natural Resources Division

Our mission is to preserve, manage and operate natural resource areas to provide compatible outdoor recreation and educational opportunities for the public. <https://www.calvertcountymd.gov/1190/Natural-Resources>