

Seasonal Office Assistant

Opening Date: March 21, 2014

Closing Date: April 4, 2014

Starting Salary: \$8.00 to \$9.00

Summary: Cape Henlopen State Park is looking for an energetic, customer friendly, team oriented person to work part time as a coordinator for our youth facilities, as well as performing the duties of the Park's wedding coordinator. This is a summer seasonal position, with no benefits, between 20-35 hours per week. Weekend, Holiday and evening work is required.

Essential Functions:

- Answer phones, screen calls and make follow up phone calls.
- Show facilities to potential clients, repairmen; Conducts group check ins and check outs
- Schedule groups for the Youth Camps, Primitive Camp, The Officer's Club and follow up with appropriate paperwork.
- Serves as a liaison with the public, clients, staff and others to exchange information and explain services, rules, regulations, policies and procedures.
- Maintains and controls data and/or filing systems to ensure effective, accurate and easily retrievable documentation of operations, program and project activities.

Minimum Qualifications:

1. Six months experience in interpreting rules, regulations, policies, and procedures.
2. Six months experience in clerical/office operations and functions.
3. Six months experience in cash handling, writing receipts.
4. Experience using Microsoft Office Programs including Outlook, Excel, and Publisher.
5. Experience working in a fast paced environment.
6. Excellent customer service skills.

Benefits: This is a seasonal position, no benefits. Direct Deposit of paychecks will be required as a condition of employment for new employees.

Application Procedures: Please send resume, three references and a completed state seasonal application to:

Heather Serman

Facility Manager

Cape Henlopen State Park

15099 Cape Henlopen Drive

Lewes, DE 19958

Heather.Serman@state.de.us