



EMPLOYMENT OPPORTUNITY

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| Job Title: | Recreation Assistant Part-time |
| Salary Range: | Currently \$13.50/hour; 07/01/2026 \$15.00/hour |
| Status: | Part-time |
| Deadline: | OPEN UNTIL FILLED |

General Statement of Duties

Employees in this position handle various duties at the Town of Oak Island Recreation Center as well as other facilities with the department, including the Splash Pad, Ocean Education Center, and the Nature Center. Work involves customer service, sales, cash register operation, cash handling and balancing, and general support duties as well as cleaning and maintenance involved in the day-to-day operations of the assigned facility. Employees are subject to types of weather as well as extremes of temperature when outside working special events for the department. This position requires flexibility and availability to work evenings, weekends, and holidays based on scheduled events and facilities hours of operations.

Duties and Responsibilities

Essential Duties and Tasks

- Provide excellent customer service to the public and visitors.
- Answering the phone and providing information to visitors as well as providing tours of the Recreation Center and other facilities.
- Opening and closing of the recreation building (shifts work varied hours from 5:30 AM – 7:00 PM) as well as other recreation facilities.
- Cash handling, balancing cash/credit transactions, and register settlement at closing.
- Must possess general knowledge of operating point-of-sales equipment.
- Ability to work independently and the ability to learn and work with the software utilized by the Town.
- Cleaning all areas of the Recreation Center and other facilities as needed to include offices, bathrooms, classrooms, weight room, and other areas as requested.
- Handling rentals from kayaks, wheelchairs, and room and shelter rentals, including paperwork, rental fees, and cleaning/sanitizing after usage.
- Registration for gym memberships as well as setting up classrooms for rentals and clubs.
- Assist in the operation of special events and programs, setting up various vendors, working with volunteers, organizing games, trash removal, cash handling, obtaining waivers, enforcing Town policies, and other event duties.
- Assist fitness contractors to ensure all policies regarding classes are followed.
- Must be able to work as a team member and coordinate with other employees and volunteers as directed.
- Must be able to work a flexible schedule, including nights and weekends, and maintain regular and timely attendance.
- Dedicated to working approximately 20 hours every week.

Additional Job Duties

- Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

- Working knowledge of office practices and procedures.
- Working knowledge of grammar, spelling, and vocabulary.
- Working knowledge of data base, word processing or data processing systems.
- Working knowledge of town and departmental program policies, regulations, and procedures.
- Skill in customer service, including problem-solving and conflict resolution.
- Ability to communicate effectively in person and by telephone.
- Ability to follow oral and written instructions and procedures.
- Ability to type and/or enter data with accuracy at the speed required by the program or position utilizing the services of this role.
- Ability to learn and apply filing and coding systems and to arrange and place records, reports, and files into a proper sequence.
- Ability to compile information from electronic and manual records or records kept.
- Ability to establish and maintain effective working relationships with the public and other employees.

Physical Requirements

Must be able to physically perform the basic life operational functions of stooping, standing, kneeling, standing, walking, pushing, pulling, lifting, handling, talking, hearing, and repetitive motions. Must be able to perform medium heavy work exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Must possess the visual acuity to prepare figures and data, operate a computer, proof work, and determine accuracy, and thoroughness of work.

Desirable Education and Experience

Graduation from high school and some secretarial or clerical experience involving considerable and varied public contact, or an equivalent combination of training and experience.

Special Requirement

- CPR/First Aid Certification within timeframe determined by the Town.
- May require possession of a valid North Carolina driver's license.

How to Apply:

Please submit a completed employment application, which can be found on the Town's website, www.oakislandnc.gov on the Job Opportunity page and return to Human Resources (listed below).

Where to Apply:

Town of Oak Island
Attn: Human Resources
4601 E. Oak Island Drive
Oak Island, NC 28465
Phone: (910)201-8014
Email: HR@oakislandnc.gov