



## **Administrative Assistant (Part-time)**

### **Company Profile**

The Friends of Hoyt Park & Pool (FOHPP) operates the TOSA Pool at Hoyt Park, an outdoor community pool located in Hoyt Park in Wauwatosa. We are a nonprofit group that was formed in 2006 with the purpose of revitalizing the park and seeing swimming return to the heart of Wauwatosa. Thanks to the dedication of many volunteers and our community partners, we have been successful in that endeavor. Today, our mission is to enhance our community's quality of life by developing, operating, and maintaining a pool and gathering space and preserving the natural beauty of the surrounding park land.

Since the pool opened in May 2011, the Friends of Hoyt Park & Pool and the TOSA Pool at Hoyt Park have received a number of awards recognizing the outstanding design of the pool, the preservation of the historic bathhouse and the positive impact the TOSA Pool is having on our community.

In 2013, FOHPP opened a seasonal beer garden, The Landing, to serve as a community gathering space and to provide additional revenue to sustain operations at the TOSA Pool.

### **Summary**

FOHPP has a wonderful opportunity for an administrative assistant to join our team. The selected individual will work approximately 10-20 hours per week. This is a non-exempt position that will report to the Executive Director. This is a great role for a self-starter who is looking for a part-time role with some flexibility and the ability to work both remotely and onsite.

### **Description**

- Coordinate facility scheduling and processing of private pool rentals, birthday parties, shade rentals and Grand Hall rentals.
- Work with Executive Director and Director of Communications for various social media postings including Facebook, Twitter and Instagram for TOSA Pool and The Landing weekly music calendar
- Update website and event calendar as needed
- Maintain customer suggestion boxes, document suggestions and share with staff as needed
- Process TOSA Pool membership sales and renewals
- Respond to customer membership questions

- Generate membership reports
- Assist with statement reconciliations and cash handling
- Handle PO Box mail pick up and sorting
- Attend weekly staff meetings and other meetings as requested
- Assist Director of Finance & Administration with donor thank you letter generation for Executive Director's signature
- Assist Operations Manager with data entry updates in point of sale system
- Assist Executive Director with Board orientation binder preparation
- Complete data entry for special projects utilizing Microsoft Word and Excel

### **Qualifications**

- Previous experience working in an administrative, office manager or clerical role in an office environment, preferred
- Experience working for non-profit organizations is a plus
- Excellent communication skills and keen attention to detail
- Experience using Microsoft products such as Outlook, Word and Excel
- Ability to manage lists, documents and files effectively

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Employee is regularly required to talk or hear
- Employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms
- This position requires the ability to occasionally lift office products, supplies and equipment up to 20 pounds
- Employee will have to navigate stairs at main work location

To be considered for this excellent opportunity, please send your resume and cover letter to [jobs@tosapool.com](mailto:jobs@tosapool.com).

### **Please note:**

FRIENDS OF HOYT PARK & POOL IS AN EQUAL OPPORTUNITY EMPLOYER FUNCTIONING UNDER AN AFFIRMATIVE ACTION PLAN. WE ENCOURAGE MINORITIES, WOMEN AND INDIVIDUALS WITH A DISABILITY TO APPLY.

IN ACCORDANCE WITH THE IMMIGRATION REFORM AND CONTROL ACT OF 1986, THE FRIENDS OF HOYT PARK & POOL WILL HIRE ONLY UNITED STATES CITIZENS AND ALIENS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES. ALL APPLICANTS OFFERED A POSITION WILL BE REQUIRED TO PERSONALLY PRESENT DOCUMENTATION, BOTH TO IDENTIFY THEMSELVES AND TO PROVE THAT THEY ARE ELIGIBLE FOR EMPLOYMENT IN THE UNITED STATES (NOTE - THIS ALSO APPLIES TO U.S. CITIZENS). THIS MUST BE DONE BEFORE EMPLOYMENT BEGINS. FURTHER INFORMATION CAN BE OBTAINED

FROM THE EXECUTIVE DIRECTOR OR DIRECTOR OF FINANCE AND  
ADMINISTRATION. THIS INFORMATION WILL BE KEPT CONFIDENTIALLY, IN A  
SEPARATE FILE.