

## **Lynchburg Parks & Recreation Miller Park Administrative Assistant**

### **Description of Position**

The mission of the Lynchburg Parks and Recreation Department is to enhance the health and happiness of our diverse community. The Administrative Assistant is responsible for greeting visitors through check-in for classes including art, dance, theatre, naturalist, enrichment, health, and fitness. The student will assist with set up and take down of classes as well as other general office duties. Event planning, organization of calendars, and preparation of promotional materials may be requested. Hours of Operation are typically between 4:00pm-8:00pm, Monday-Thursday, with Wednesday the busiest.

The student will report to the Liberty University Federal Work Study Coordinator and Miller Center Community Recreation Programmer. Students hired for this position will be employed by the Liberty University Financial Aid Office and located on-site at the center.

Liberty University Financial Aid Office  
Student Service Center in Green Hall  
1971 University Blvd  
Lynchburg, VA 24515

Miller Center  
301 Grove St  
Lynchburg, VA 24501

### **Job Responsibilities**

- Support programs with phone calls, emails, taking attendance and other needs as they arise for a variety of classes that include, but are not limited to fitness, dance, art, theatre, enrichment, and cooking classes; assists with special projects and events; some office duties
- Interacts with instructors, greets participants, provides name tags, and represents the Parks and Recreation Department as a point of contact for those involved with programs
- Responsible for classroom set up with needed materials and cleanup of area at the end of programs
- Communicates well verbally and in writing with instructors and partners responding to questions or needs to achieve successful classes and events
- Assists staff with activities and events in Miller Center and Miller Park across the street
- Maintains storage and supply inventory monthly
- Completes projects assigned by supervisor and assists staff with other duties as needed

### **Job Qualifications**

Minimum:

- Federal Work Study eligibility
- 10 to 20 hours of work availability per week
- Must provide own transportation
- Must pass various background checks, including, but not limited to, a check at the time of initial employment and subsequent checks on behalf of the Federal Work Study Community Service

Preferred:

- At least a second-year student at Liberty University in good standing (no reprimands or suspensions)
- Cumulative GPA of 2.5 or higher

**Pay Rate:** \$15.50 per hour

**Length of Employment:** Immediate start lasting until the position is no longer a good fit for the student or the center. The student will be evaluated by the on-site supervisor on an annual basis at the end of the spring semester. Summer employment opportunities are also available.

Any questions regarding this position or Federal Work Study eligibility can email [workstudy@liberty.edu](mailto:workstudy@liberty.edu). The application can be found on the [Human Resources Job page](#).