



Township of Holland
IN
HUNTERDON COUNTY

61 Church Road
Milford, New Jersey 08848
Phone (908) 995-4847
Fax (908) 995-7112
www.hollandtownshipnj.gov

Job Title: Operational Support Coordinator
Location: Riegel Ridge Community Center
Terms: Salary

Job Description: The Operational Support Coordinator will assist the Director with all administrative duties at the RRCC, and will perform all duties in the Director's absence, including on weekends/holidays, as needed.

Requirements:

- Strong communication and customer service skills
- Self-starter who is detail oriented, able to multitask and work well in a team setting
- Have experience working in a customer service setting
- Positive and professional in appearance and attitude
- Experienced in cash handling and can reconcile shift transactions
- Demonstrated ability to work with peers

Job Responsibilities:

- Reviews and updates the RRCC website and social media (Facebook, Instagram) in conjunction with the Director. Periodically reviews all communications and public comments and responds as needed to current and future RRCC Patrons.
- Prepares e-mail communications (announcements, quarterly newsletter) for the RRCC. Reviews and updates iContact to ensure that interested individuals receive RRCC communications.
- Prepares and maintains accurate Programs and Activities billing information in the Daxko Operations system. Works with Director to provide reporting on Programs.
- Coordinates Room and Party Rentals.
- Point of contact for new Community-based programs.
- Member Service Representative job duties and responsibilities.
- Assists Director with all seasonal operations including summer camp (American Camp Association Accreditation) and pool.
- Perform other job-related duties as assigned by Director.

Job Duties during Director's absence:

- Prepares staff schedule and responds to time off requests.
- Prepares daily deposit and provides Daxko reports to CFO.
- Coordinates with buildings & grounds for facility issues.
- Interacts with Township officials regarding RRCC needs.
- Available after hours/on call for emergencies.