



Administrative Coordinator
Position Description

Met Rec

The Gunnison County Metropolitan Recreation District (Met Rec) operates as a recreation special district, funded by property tax and the Colorado Lottery proceeds. We work with community partners to improve our citizens' quality of life by supporting vital recreation opportunities. With a service area that encompasses almost all of Gunnison County, Met Rec harbors the unique ability to facilitate collaborative recreation initiatives across silos and jurisdictional boundaries. Given Gunnison County's steady population growth and continued value of recreation, this ability fills an important community need.

Position Summary

Met Rec is pleased to offer a **year-round, part-time** position (24 hours/week) that will support the administrative needs of the organization. The Administrative Coordinator provides high level administrative support for Met Rec's organizational and programmatic needs.

Essential Functions

- Manage administrative tasks, including tracking grant program fulfillment, tracking organizational expenses, and developing and organizing organizational reports and files.
- As needed, assist in the development of efficient organizational systems.
- Assist with the preparation and distribution of meeting material, including board and committee meeting packets.
- Serve as a point of contact for the public with regards to service/program questions, comments and observations (i.e. television service observations).
- Perform duties required of all staff to support smooth internal operations such as submitting timely timesheets.
- Other functions as assigned.

Qualifications & Skills

- 1-3 years' experience with organizational administration, or executive assistant support, and/or client service support.
- Excellent verbal, written communication and interpersonal skills.
- Ability to work independently and as part of a small team.
- Excellent organizational abilities, attention to detail, promptness and dependability.

- Ability to work with a high degree of self-direction and flexibility, especially with respect to taking initiative, prioritizing tasks, and using good judgement to resolve problems.
- Excellent computer skills; familiarity with and able to use technology to make processes more efficient. Experience managing remote communications technology such as Zoom.
- Must have valid U.S. driver's license and a clean driving record.

Work Environment

- Work is performed primarily at the Met Rec office in Gunnison, with the opportunity to work partially from home.

Compensation

- \$24 - \$28/hour DOE.
- Flexible 24 hour-per-week schedule.

To Apply

Please send a cover letter and resume **by September 24, 2021** to Hedda Peterson at hedda@gcmetrec.com with subject line: "Application for Administrative Coordinator"