

# MUSKINGUM VALLEY PARK DISTRICT POSITION OPENING ANNOUNCEMENT

**DATE:** February 20, 2026

**POSITION TITLE:** Administrative Assistant

**STATUS:** Part-time (Average of 29 hours per week)

**SALARY RANGE:** Based on Experience

**DEADLINE:** Open Until Filled

## **EDUCATION AND EXPERIENCE**

- Bachelor's degree from a four-year college or university in parks and recreation or related field; or 3 years related work experience and/or training in parks and recreation services implementation
- Knowledge of grant application procedures and administration strongly preferred
- Any combination of training, education and experience that would provide the required knowledge, skills and abilities required to meet the essential duties and responsibilities

## **QUALIFICATIONS**

- Knowledge of office management systems and procedures
- Working knowledge of office equipment
- Proficiency in Microsoft Office (Word, Excel, and PowerPoint)
- Excellent time management skills and the ability to prioritize work
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Strong organizational and planning skills with the ability to multi-task

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Management reserves the right to add, modify, change, or rescind work assignments, and make reasonable accommodations so that qualified employees can perform essential functions of the job.
- Recommends and assists in the implementation of district goals and objectives, and policies and procedures
- Assists with district finances to include submitting requisition requests, organizing, and tracking purchase orders, submitting invoices for payment in a timely manner, submitting and reconciling expense reports
- Assists in the preparation of regularly scheduled reports; may include attendance numbers, revenue, expenditures, program notes and ideas, etc.

- **Assists with the preparation and administration of grants**
- **Greets and provides general support to participants and visitors including taking registrations for programs and events**
- **Works as a committed team member with all staff in promoting and exemplifying the mission, goals, principals, and philosophies of the district to the community**
- **Ability to represent the district appropriately and successfully**

**If interested, send completed Application and Resume, either by mail, email or in person.**

**MUSKINGUM VALLEY PARK DISTRICT  
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**EOE**