

<b>Job Title</b> Administrative Assistant / Receptionist / Gift Shop	<b>Organization</b> Midwest Old Settlers and Threshers Association	<b>Date Prepared</b> March 2025
<b>Reports To</b> Executive Director/Chief Executive Officer	<b>Work Week</b> Full-time 40-hour week Monday through Friday A few weekends are possible	<b>Signature</b>
<b>Position Purpose</b> To provide administrative support for the CEO and Board of Directors of the Association.		
<b>Essential Duties &amp; Responsibilities</b>  <u>Essential Functions:</u> <ol style="list-style-type: none"> <li>1. Provides administrative support by preparing correspondence, reports and documents for the management and Board of Directors.</li> <li>2. Interacts with the public, in person and on the phone</li> <li>3. Organizes gift shop, maintains inventory of sales items and ensures a neat, professional appearance of gift shop and front office.</li> <li>4. Answers the telephone, takes messages and handles inquiries in a prompt, efficient and courteous manner.</li> <li>5. Coordinates and schedules hundreds of volunteers for a variety of programs and activities.</li> <li>6. Maintains the Association's mailing list and database, entering correct address information from reunion-related registrations and order forms.</li> <li>7. Coordinates vendors for special events and the Reunion.</li> <li>8. May be instructed to make cash deposits at the Association's bank and coordinate the proper placement of funds in various Association accounts as directed; all deposits are directed to the Association bookkeeper.</li> <li>9. Operates the Association's office equipment and assists in the coordination of all filing systems and general up keep of the office.</li> <li>10. Coordinates all payments or cash donations received by the Association to ensure all amounts are correctly routed to the proper accounts.</li> <li>11. Maintains confidentiality of all Association records.</li> <li>12. Work during the annual Old Threshers Reunion will require over-time hours prior to, during, and after the celebration, as well as during other special events throughout the year.</li> </ol> <u>Non-Essential Functions:</u> Performs other job-related duties or special projects as mandated by the activities and programs of the Association.		
<b>Qualifications/Know-How Requirements</b> <ol style="list-style-type: none"> <li>1. High school diploma or equivalent. Related work experience preferred but not required.</li> <li>2. Typing skills</li> <li>3. Must have basic knowledge in the operation of general office equipment such as the telephone, computers, printer, photocopier, fax machine, postage machine and similar electronic and/or manual office machines, point of sale system.</li> <li>4. Must have knowledge of administrative and clerical procedures, be proficient in spelling, punctuation, grammar and other English language skills, both written and verbal, in order to effectively communicate with staff and the public.</li> <li>5. Must have knowledge and experience in relevant software applications – word processing, spreadsheets and database management.</li> <li>6. Must be a team player able to manage multiple projects simultaneously and work well independently with minimal supervision.</li> <li>7. Ability to establish and maintain effective and cooperative working relationships with the volunteers, staff and board members.</li> </ol>		
<b>Working Conditions</b> <ol style="list-style-type: none"> <li>1. Must be able to interact with other office staff and volunteers on a daily basis.</li> <li>2. Must be able to understand and follow both written and spoken instructions.</li> <li>3. Must be able to sit for long periods of time for typing and computer work, and long hours during the reunion.</li> <li>4. Must be able to move about the office, bend, reach, climb, stoop and occasionally lift up to 25 pounds.</li> </ol>		

*The purpose of this job description is to improve the communication of expectations between the staff member and the Executive Director/CEO in regard to job-related responsibilities. This job description should not be considered a contractual agreement. The qualifications, responsibilities, hours of work, and specific duties may be changed or modified from time to time and may be initiated by either the staff member or the Executive Director/CEO, but all changes must be approved through the Board of Directors.*

**APPLICANT INFORMATION**

LAST NAME		FIRST NAME		MI	
ADDRESS				APT	
CITY		STATE		ZIP	
CELL PHONE		HOME PHONE			
EMAIL ADDRESS					

**EDUCATION**

HIGH SCHOOL		STATE		GRADUATED <input type="checkbox"/> Yes <input type="checkbox"/> No	YEAR	
COLLEGE		STATE		GRADUATED Yes No	YEAR	

**EMPLOYMENT DESIRED**

POSITION YOU ARE SEEKING:
DATE AVAILABLE TO START:

**PERSONAL INFORMATION**

Have you ever applied or worked for Old Threshers? Yes _____ No _____ If Yes, When _____
If hired, would you have reliable means of transportation to and from work? Yes _____ No _____
Do you have a valid Driver's License? Yes _____ No _____
Are you at least 18 year old? Yes _____ No _____
Do you agree to Old Threshers conducting a criminal history / background check as a condition of employment? Yes _____ No _____

**EMERGENCY NOTIFICATION**

FULL NAME		PHONE	
RELATIONSHIP			

**SKILL ASSESSMENT-** Rate your level of proficiency – 1 being low to 5 high.

SKILL	RATING 1 to 5	
COMMUNICATION SKILLS		
ORGANIZATIONAL SKILLS		
TIME MANAGEMENT		
COMPUTER PROFICIENCY		
ATTENTION TO DETAILS		
PROBLEM SOLVING		
COSTUMER SERVICE SKILLS		
INTERPERSONAL SKILLS		
CONFIDENTIALITY		

**EMPLOYMENT BACKGROUND – Please list your most recent employment first**

COMPANY NAME				TYPE OF BUSINESS	
STREET ADDRESS					
CITY, STATE, ZIP					
POSITION HELD		START DATE	END DATE	START PAY	FINAL PAY
DESCRIBE POSITION					
REASON FOR LEAVING					
SUPERVISOR'S NAME				SUPERVISOR'S TITLE	
CAN WE CONTACT FOR REFERENCE?		Yes	No	PHONE	
COMPANY NAME				TYPE OF BUSINESS	
STREET ADDRESS					
CITY, STATE, ZIP					
POSITION HELD		START DATE	END DATE	START PAY	FINAL PAY
DESCRIBE POSITION					
REASON FOR LEAVING					
SUPERVISOR'S NAME				SUPERVISOR'S TITLE	
CAN WE CONTACT FOR REFERENCE?		Yes	No	PHONE	
COMPANY NAME				TYPE OF BUSINESS	
STREET ADDRESS					
CITY, STATE, ZIP					
POSITION HELD		START DATE	END DATE	START PAY	FINAL PAY
DESCRIBE POSITION					
REASON FOR LEAVING					
SUPERVISOR'S NAME				SUPERVISOR'S TITLE	
CAN WE CONTACT FOR REFERENCE?		Yes	No	PHONE	

**PHYSICAL JOB REQUIREMENTS CHECKLIST – MAINTENANCE**

<b>PHYSICAL</b>	
Lifting 50 lbs.	Sitting
Carrying 50 lbs.	Climbing – Stairs/Steps
Pushing 50 lbs.	Ladders - short
Pulling 50 lbs.	Reaching Forward
Standing	Kneeling/Crouching/Crawling
Walking	Turning/Twisting/Bending
Overhead Lifting	

Are you able to perform the essential functions of the job(s) for which you are applying, based on the list above, either with or without reasonable accommodation?  Yes  No

If no, please describe the functions that cannot be performed.

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(Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a skill tests.

**I certify that all the information I provided to Midwest Old Threshers is correct in support of my application.**

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_