



Administrative Assistant Community Services JOB POSTING

POSTING DATE: April 6, 2026

REPORTS TO: Fitness & Aquatics Manager/Recreation Manager

Under the direct supervision of the Fitness & Aquatics Manager or Recreation Manager or their designee, this position provides customer service and administrative assistance to the fitness center and administration building, as well as miscellaneous administrative work for full-time and part-time staff. This is a part-time on-call position (up to 19 hrs/week) with no GRF benefits.

Duties and Responsibilities:

Under supervision of the Fitness & Aquatics Manager and the Recreation Manager, this position is responsible for assisting with:

- Assists with general administrative tasks including answering phone calls/taking messages/directing calls; answers questions regarding policies and procedures of GRF; providing facility tours; collecting payment for services as required.
- Assists with inventories (administrative; fitness materials, first aid, etc.), placing orders as directed to replenish/maintain inventories at needed levels;
- Assists with maintaining all forms, e.g., rosters, rules, sign-in sheets, class schedules, brochures, informational sheets, etc. Ensures all copies are up to date and available to newcomers and residents.
- Distributes, collects, collates and files resident and guest waivers; maintains Incident Report and related files; collects required data and assists in maintaining usage statistics.
- Other duties as assigned falling within the purview of the Supervisor.

Requirements:

- Demonstrated excellence in customer service, time and priority management
- Demonstrated excellence in teamwork and collaboration
- Competence in MS Office (Word, Excel, PowerPoint, Publisher, Outlook, Adobe)
- Ability to learn/use industry-specific software.
- Excellent verbal communication skills and numerical ability
- Experience working with a senior population is highly desirable.
- Ability to work holidays, weekends, and/or evenings as assigned.

Additional Requirements:

- Clean and valid California driver license and satisfactory driving record are conditions of initial and continued employment;
- Ability to meet the Dept. of Homeland Security requirements confirming identity and right to work in the United States is required;
- Offer is contingent upon satisfactorily passing a pre-employment background check and drug test;
- Previous employment must be verifiable.

CONTACT: To apply for this position, email your resume and cover letter to: recruiting@rossmoor.com .

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Human Resources • 800 Rockview Drive • Walnut Creek, CA 94595 •