

Grand Blanc Parks and Recreation Commission Job Opening

POSITION: Office / Clerical

WAGE: \$11.00 / Hr. 25-30 hrs. Per Week --- mostly Mon-Fri

START DATE: Immediate Opening

CONTACT: Submit resume to:
360 E. Grand Blanc Rd.
Grand Blanc, MI 48439
E-mail: grandblancparksrecreation@gmail.com
or Fax (810) 695-0888

RESPONSIBILITIES:

- Answer phone and greet customers at counter
- Prepare cash summary for Senior Center receipts
- Prepare cash summary for general programming and cash intake
- Filing of receipts, waivers and other paperwork
- Facility reservations and rental agreements
- Update website and prepare website for online registration
- Any other required or related work
- Occasional evening or weekend hours for special events as designated by the Director or Assistant Director

NECESSARY SKILLS:

- o Computer skills and programs; Microsoft Word, Excel, Access, Publisher and Print Shop
- o Excellent customer service attitude
- o Word processing