

Grand Blanc Parks and Recreation Commission Job Opening

POSITION: Office / Clerical
WAGE: \$10.00 / Hr. 25-29 hrs. Per Week
START DATE: Immediate
CONTACT: Kae Eidson, Director
360 E. Grand Blanc Rd.
Grand Blanc, MI 48439
E-mail: grandblancparksrecreation@gmail.com
or Fax (810) 695-0888

RESPONSIBILITIES:

- 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
- Answer Phone and Greet Customers at Counter
- Any other required or related work
- Occasional evening or weekend hours for special events as designated by the Director or Assistant Director

NECESSARY SKILLS:

- Computer Skills and Programs; Microsoft Word, Excel, Access, Publisher and Print Shop
- Phone Skills
- Word Processing