



# JOB POSTING

## Parks & Recreation Clerk

Responsible to assist with the administration and organization of the Parks and Recreation Office and all Parks and Recreation activities and events.

High school diploma required. Six to nine months of Parks and Recreation office experience preferred.

- Strong organizational abilities.
- Thorough knowledge of Microsoft Office suite required.
- Knowledge of Constant Contact preferred.
- In-depth knowledge of using social media including but not limited to Facebook and Instagram.
- Good publicity skills a plus.
- Must be energetic and creative

This is a part-time, non-union position. Pay rate is \$17 per hour. Work schedule is as follows:

- Monday: 9:30 a.m. to 4:00 p.m.
- Tuesday – Friday: 10:00 a.m. to 4:00 p.m.
- **June and July** – Monday – Friday: 8:00 a.m. to 4:00 p.m.

A detailed job description and employment application can be found at [www.woodburyct.org](http://www.woodburyct.org). Interested applicants are required to submit an employment application and resume by **4:00 p.m. on July 6, 2018** to:

Town of Woodbury  
Attention: Sarah Wirtes  
281 Main Street South  
Woodbury, CT 06798

Affirmative Action/Equal Opportunity Employer