

HAMILTON - WENHAM



RECREATION DEPARTMENT

16 UNION STREET
HAMILTON, MA 01982

DIRECTOR
SEAN TIMMONS

TELEPHONE: 978-468-2178

WEBSITE
WWW.HAMILTONMA.GOV

Job Announcement/Description

Summer Park Program/Veterans Memorial Pool Office Assistant

The Hamilton Wenham Recreation Department is now accepting applicants for the seasonal/temporary position of Summer Programs Office Assistant for the summer of 2022. This seasonal job will consist of between 30-40 hours per week through mid-late August. Some weekends/evenings required.

General Function

Under the supervision of the Recreation Director, the Summer Program Office Assistant will assist with all routine clerical duties required for the operation of the Patton Park Summer Park Program and the Veterans Memorial Pool.

Example of Duties

- Perform daily office duties related to the Summer Park Program and Veterans Memorial Pool.
- Answer phone calls, emails, and voicemails related to the Summer Park Program and Veterans Memorial Pool
- Assist the Recreation Director, Camp Director and Pool Director(s) as needed.
- Process registration online and in person for all Summer Programs.
- Assists with communication to participants and membership holders of the Patton Park Summer Park Program and Veterans Memorial Pool.
- Assist the Recreation Director, Camp Director and Pool Director(s) as needed.

MINIMUM REQUIRED QUALIFICATIONS:

- Bachelors Degree (or working towards) in a related field or equivalent experience
- Knowledge of standard office practices, procedures, and equipment.
- Ability to keep concise records and make written reports.
- Ability to use a variety of software systems such as Word, Excel, Adobe InDesign and Illustrator
- Strong customer service skills

SALARY

Up to \$17-19/hr based on qualifications and experience

Position is open until filled

*** Please send Cover Letter and Resume to:

Sean Timmons
Recreation Director
Hamilton Wenham Recreation Department
16 Union St, Hamilton MA 01982

Or send by email to:

stimmons@hamiltonma.gov