

Webster Parks and Recreation

JOB OPENING

Webster Parks and Recreation is currently seeking candidates to fill the position of:

Office /Administrative Clerk: Part-Time (various shifts available)

Applicants must be 16 years of age

Responsibilities:

- Greet and assist the public as they enter the building
- Ensure proper registration of programs, activities, lodges and memberships
- Answer phones
- Ensure proper use of the facility by all users
- Computer skills are necessary

Pre-employment background check and drug test required (18+ yrs of age).

APPLY NOW!

Submit applications to:

Webster Parks and Recreation

1350 Chiyoda Drive

Webster, NY 14580

Attention: Office Manager or email at parksandrec@ci.webster.ny.us

