

RECREATION DEPARTMENT
3278 WHITEHAVEN ROAD
GRAND ISLAND, NY 14072
(716) 773-9680 – Office
(716) 465-8370 - Cell
recreation@grand-island.ny.us



THE TOWN OF GRAND ISLAND
Joseph A. Menter
Recreation Supervisor

Job Posting Town of Grand Island Recreation Department

The Town of Grand Island Recreation Department has a job opening as described below:

Title: Clerk Typist P.T.

Status: Part-Time (19 hrs./week), non-union

Salary Range: \$13.34-\$15.35 / hour

Application Deadline: 4:00 p.m. on Tuesday, November 20

Additional Application Information:

- Applications can be found online at www.ginyrec.com– click on the employment tab
- Completed applications, resume and cover letter can be submitted in person at the Recreation Office between 8:00 a.m. and 4:00 p.m., Monday - Friday or emailed to recreation@grand-island.ny.us
- Timeline:
 - Candidates selected for in interview will be notified by phone call on Wednesday, November 21
 - Interviews will be scheduled for Monday, November 26
 - Anticipated start date is Tuesday, December 4

Minimum Qualifications:

Graduation from high school or equivalent combination of experience and training sufficient to indicate the ability to do the work.

Pertinent Skills:

- Excellent customer service
- General office organization
- Proficient computer skills in Microsoft Word, Excel, Outlook, Publisher and Powerpoint; online registration management systems; online ordering systems

Position Summary:

This is a part-time position (19 hrs / week), Monday – Friday. Work hours will be between 7:30 a.m. and 1:00 p.m. Work schedule will be set to meet department needs, but there is some flexibility in schedule which can be discussed with the candidate chosen for the position.

The candidate selected will be the first point of contact when customers come into the Recreation Office or contact the department. Professional customer service skills are required. General duties include: answering phones; preparing vouchers; assisting with employee time sheets; communicating with customers in person, by phone and email; filing; maintaining records; preparing items for programs; other duties as assigned.