

## **Grand Blanc Parks and Recreation Commission Job Opening**

**POSITION:** Office / Clerical

**WAGE:** \$11.25 / Hr. 25-30 hrs. Per Week --- mostly Mon-Fri

**START DATE:** Immediate Opening

**CONTACT:** Submit resume to:  
360 E. Grand Blanc Rd.  
Grand Blanc, MI 48439  
E-mail: grandblancparksrecreation@gmail.com  
or Fax (810) 695-0888

### **RESPONSIBILITIES:**

- Answer phone and greet customers at counter
- 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
- Any other required or related work
- Occasional evening or weekend hours for special events as designated by the Director or Assistant Director

### **NECESSARY SKILLS:**

- o Computer skills and programs; Microsoft Word, Excel, Access, Publisher and Print Shop
- o Excellent customer service attitude
- o Word processing