

JOB OPENING

Recreation Department

Position: **Community Center Supervisor**
(Part-Time)

Posted: November 23, 2016

Deadline: December 23, 2016



The Town of Pittsford has an opening for the position listed above.

The Recreation Department is looking for responsible and friendly Community Center Supervisors to fill various openings in the Front Desk schedule. Community Center Supervisors are responsible for opening the building, setting up rooms for programs/users, processing activity registrations and facility reservations, fielding questions pertaining to the Recreation Department (room reservations, activities, and other related questions).

Hours for the position are as follows:

Monday - Thursday from 5:00pm - 9:30pm

Friday from 5:00pm - 9:00pm

Saturday from 8:00am - 2:00pm & 2:00pm - 8:00pm

Sunday from 1:00pm - 5:00pm

The pay range for the position starts at \$10.25 per hour.

Responding to the Town of Pittsford residents for information and concerns is an important aspect of this job. The candidate must have the ability to communicate effectively with the general public and act as a representative for the Town of Pittsford.

Background checks are required for all employment in the Town of Pittsford. All offers will be subject to successful completion of an acceptable background check.

Interested candidates should send an application, cover letter & resume by mail, email or fax to:

Town of Pittsford
11 South Main Street
Pittsford, NY 14534
Attn: Personnel Department

Email to: cfleming@townofpittsford.org

Fax to: (585) 248-6247

For an employment application, click [HERE](#)