

# JOB OPENING

## Recreation Department

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

Posted: January 23, 2017

Deadline: February 23, 2017



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](mailto:cfleming@townofpittsford.org)

Fax to: (585) 248-6247

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