

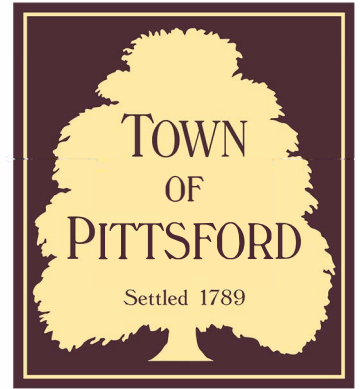
JOB OPENING

Recreation Department

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

Posted: September 09, 2024

Deadline: October 04, 2024



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

The Recreation Department is looking for friendly and responsible Community Center Supervisors to work part-time at the front desk. Community Center Supervisors are responsible for answering patron questions, processing program registrations and room reservations, setting up and closing facilities, and assisting in miscellaneous facility functions.

The Community Center is open seven days a week. We seek candidates for all shifts: mornings, evenings, and weekends. Pay rate is \$17.13/hour.

Ideal candidates should have exceptional customer service and communication skills and be proficient in using computers and other technology.

For more information, please contact Meghan Brooks at (585) 248-6288 or mbrooks@townofpittsford.org.

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.

Employees need not be residents of the Town of Pittsford, but shall be required to maintain their primary residence within the County of Monroe or the adjoining counties of Wayne, Ontario, Livingston, Genesee and Orleans within the State of New York. Monroe County Civil Service residency requirements overrule the Town of Pittsford residency for provisional and competitive positions.

The Town of Pittsford provides equal employment opportunities for all employees and applicants for employment. The Town does not discriminate against, or grant preferences to, any person on the basis of race, religion, color, sex, age, ancestry, national origin, marital status, pregnancy, sexual orientation, disability, or any other characteristic protected by federal, state or local law. The Town applies the same policy to all personnel actions, including, but not limited to, recruitment, selection, training, transfers, promotions, evaluation, compensation, discipline, layoffs, terminations, and rehires.

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 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](#)