

Town of Pomfret

Recreation Department Assistant-

Starting end of August, 2015

Needs to be organized and have a strong work ethic with the objective being to keep people active and having fun.

Have working knowledge of Microsoft computer systems (Word, Excel, Publisher, etc.). Knowledge of graphic programs, Website familiarity and data base programs would also be helpful.

Must have a high school diploma or equivalency.

Part time position: 6-8 hours per week- no benefits.

**Contact the First Selectman's Office at 860-974-0191
or in person to apply.**