



*Town of Georgetown
Massachusetts*

March 21, 2018

Town of Georgetown

Open Position

**Park & Recreation Commission
Part-time Clerk**

Employment Opportunity

The Town of Georgetown is accepting applications for the position of Part-time Clerk. The Clerk works under the direct supervision of the Park & Recreation Commission. Responsibilities include: scheduling fields, answering Park and Rec telephone, typing and filing. Two times per month preparing meeting agenda and recording of minutes. Computer experience is a must along with strong organizational skills. Hours will be up to 10 hours per month. Hourly wage is \$18 per hour depending on experience. Forward resumes to Jpantano@georgetownma.gov. Applications accepted until position filled.

EEO/AA