

**TOWN OF GRANBY
POSITION OPENING**

PART-TIME PROGRAM SUPERVISOR
DEPARTMENT OF RECREATION & LEISURE SERVICES

This position provides clerical and program support for the Town of Granby Recreation and Leisure Services Department. This person will work directly with the public and program contractors. Duties include answering incoming calls, responding to residents' inquiries, recording registrations, keeping accounts and reconciliation for each program, depositing cash, coordinating programs, and maintaining an inventory of uniforms and equipment.

Excellent customer service, office, and computer skills required. Proficiency with Excel preferred.

This is a part time position with flexible hours for 20-24 hours per week at \$13.50 per hour.

Applications and job descriptions may be obtained at www.granby-ct.gov or from the Town Manager's office, 15 North Granby Road, Granby, CT 06035 Monday through Wednesday from 8:00AM to 4:00PM, Thursday from 8:00AM to 6:30PM and Friday from 8:00AM to 12:30PM. Applications will be accepted until 12:30PM on Friday November 19, 2010.

The Town of Granby is an equal opportunity employer.

Dated: November 1, 2010