



EMPLOYMENT OPPORTUNITIES

THE CITY OF WHITE PLAINS RECREATION & PARKS

DAY CAMP JOB OPENING

Camp Office Clerk

Camp Office Clerk – P/T Hourly

Rate: \$16.75 per hour

- **Responsibilities:** Manages daily running of camp office, organizing and maintaining all camp records and answering phones and emails, maintaining database. Keeps communication lines open between Directors, staff, campers and parents. Assist Director and Assistant Director with daily tasks.
- **Hours & Days:** Must be available for part-time hours during pre-camp season April through June. Pre-camp hours are flexible. Must be available for full camp season from June 30 - August 7, 8am – 4pm, Monday – Friday.
- **Qualifications/Requirements:** Must be at least 21 years of age with 2 years of experience with youth and 2 years of experience with office work; two written recommendations attesting to character and job ability.

If interested, please contact:

Martyn White, Recreation Supervisor

Phone: 914-422-1363

E-mail: mlwhite@whiteplainsny.gov

EQUAL OPPORTUNITY EMPLOYER

For other recruitment information, call the 24-hour Information Line at (914) 422-1279.