

HELP WANTED

Part-Time Recreation Coordinator / Office Assistant

The City of Milford is accepting applications for a Part-Time Recreation Coordinator / Office Assistant to join our City Hall team.

Hours:

Monday through Friday, 8:00 a.m. – 1:00 p.m.

Some evenings and weekends may be required for recreation programs and special events.

We are seeking an energetic, organized individual with excellent customer service and communication skills to coordinate existing City recreation programs, develop new recreational opportunities for our community, assist with the preparation and management of the recreation budget, and support office operations at City Hall.

Qualified applicants should have:

- **Strong clerical and organizational skills**
- **Excellent customer service and communication skills**
- **Attention to detail**
- **Advanced computer knowledge**
- **Ability to multitask and work independently**
- **Basic budgeting or financial management experience is preferred**
- **A positive attitude and a passion for serving the community**

Starting Wage: \$17.00–\$19.00 per hour, depending on qualifications and experience.

Applications and the complete job description are available at Milford City Hall or online at milfordne.gov.

Applications will be accepted until the position is filled.

EOE