



Job Advertisement

DEPARTMENT ASSISTANT I RECREATION DEPARTMENT KIDS' CLUB

The Town of Bedford seeks a responsible, organized, accurate candidate for the position of Department Assistant I in the Bedford Recreation Department KIDS' CLUB. KIDS' CLUB is an after school child care program serving students in Grades K-5.

The successful candidate will possess exceptional data entry skills. Applicants must be highly organized and self-directed.

Duty includes but may not be limited to: entering registration and financial data for Kids' Club families.

If hired, candidates must be willing to submit to all criminal (CORI), sex offense (SORI) and DCF background checks.

This is a temporary, part time position, with flexible hours Monday through Friday between 11:00 a.m. and 6:00 p.m. for the months of May, June, July and August. Starting pay for this position is \$16.49 per hour. This position does not include benefits.

Application for employment may be downloaded at: www.bedfordma.gov The Town of Bedford Job Application is required to be completed in full by all applicants regardless of whether a resume is submitted.

Please send completed application to:

Amy Hamilton
Recreation Director
Town of Bedford
12 Mudge Way
Bedford, MA 01730

amy@bedfordma.gov
phone (781) 275-1392
fax (781) 687-6156

Position open until filled.

**The Town of Bedford is an Affirmative Action/Equal Employment
Opportunity Employer**