



## East Pennsboro Township 2017 SEASONAL JOB VACANCY NOTICE

**Job Title:** Office Intern

**Department:** Administration

**Reports to:** Recreation Director

**Shifts:** M-F 8:00am-4:00pm\*

\*Not to exceed 36 hours

**Classification:** Part-Time Seasonal

**Division:** Summer Program

**Duration:** Anywhere between April 1<sup>st</sup> and September 30th

**Hourly Wage:** \$7.50 - \$9.00

The Office Intern's primary responsibility is to conduct themselves in a professional manner while assisting the public in all questions or concerns related to the administration department as a whole. This is a vital clerical role that has direct impact on the success of the busy summer season within the Township Administration.

### **Essential Duties and Responsibilities:**

- Basic clerical duties including answering phones, filing, data entry, and copying
- Speak with a professional manner to residents through email, over the phone, and in-person to reserve pavilions, sell tickets, answer questions, etc.
- Travel to stores and parks to pick-up and drop-off food and office information, restock supplies, etc.
- Assist with all aspects of the parks pavilion rental program
- Compile end-of-season reports for attendance, supplies, budgets, etc.
- Outline township policies, rental agreements, facility waivers, camp schedules, newsletters, and resolutions
- Help with the organization of Township events. Past events include National Night Out, Kid's Only Yard Sale, and Color Vibe 5K
- Construct and update Township bulletin boards

### **Required skills and Qualifications:**

- Effective professional communication skills
- Attention to detail and ability to think on your feet
- Proactive and flexible mentality to be able to tackle whatever may be asked of them
- Must possess valid PA State Drivers License with clean driving record per PennDot DOT regulations

### **Preferred Skills and Qualifications:**

- Experience working in a office setting
- Experience working for a public entity

Please submit completed applications to:

East Pennsboro Township  
Amber Wolfe, Human Resources  
awolfe@eastpennsboro.net  
98 South Enola Drive  
Enola, PA 17025

For a paper application or for assistance filling out an application, please visit the Township Building room 103.