



JOIN OUR TEAM!

RECREATION OFFICE CLERK AND PROGRAM ASSISTANT PART-TIME

WHO WE ARE:

Our *Experience Team* is here to provide accessible, affordable, and quality leisure programs, activities, services, and facilities to our community regardless of any perceived barriers, and to actively inform and educate residents about our role.

Simply put, we create memorable experiences and enhance quality of life.



OUR CORE SERVICES



YOUTH
PROGRAMS



SPECIAL
EVENTS



SENIOR
CENTER



PARKS &
AMENITIES



COMMUNITY
WELLNESS

WHY HILTON-PARMA PARKS AND RECREATION?

Do you want to join an award-winning, nationally-recognized, and FUN Parks and Recreation Department all while making a difference in the community?

Recruitment is underway for a Recreation Clerk and Program Assistant! Serving as a member of the department's support team, the position works directly with the public, assisting with the preparation and implementation of community recreation programs for all, including a high volume of interaction with the senior population. The position is responsible for providing extraordinary experiences and customer relations through all communication types, content creation, data entry, record keeping, and program/event assistance which may include food service.

The winning candidate for this role will be a highly functional, organized, people-person who thrives in fast-paced environments. The Town offers competitive wages, a State Pension Plan, a flexible work schedule, supplemental insurance packages, paid leave time, and paid professional development and educational opportunities. Oh, and there is always food around!





JOB RESPONSIBILITIES

All those listed may not be performed. Other related activities may be assigned.

- **Answers telephone/emails, obtains and gives out information, refers calls and emails to proper office and/or personnel, or takes messages;**
- **Greets participants, answers questions, guides and directs visitors;**
- **Registers participants for programs, events, services, and reservations;**
- **Assists participants at programs and events;**
- **Assists with the preparation, serving, and clean-up of meals/activities;**
- **Preps material and signage for recreation programs, events, and services;**
- **Prepares word-processed material such as letters, emails, and reports;**
- **Sorts, indexes, and files office material, documentation, and records;**
- **Operates standard office equipment, software, and applications;**
- **Works cooperatively with the Parks and Recreation Team and others;**
- **Performs other tasks and jobs as requested.**

ABOUT THE POSITION



\$19.50-\$21.00
HOURLY PAY
RANGE



20-25 HOURS
PER WEEK



FLEXIBLE
SCHEDULE



START:
ASAP



DEADLINE TO
APPLY:
2/10/2026

FIND THE FULL
APPLICATION
PACKAGE AT



HOW TO APPLY TODAY

Email or mail a completed [Monroe County Employment Application](#) with a cover letter and resume timestamped or postmarked by Tuesday, February 10th to:

Email: tvenniro@parmany.gov or;
Mail: Hilton-Parma Parks and Recreation,
Attn: Tom Venniro
59 Henry St., Suite 106
Hilton, NY 14468

MORE INFORMATION

585-392-9030

www.hprecreation.org

tvenniro@parmany.gov

59 Henry St.
Hilton, NY 14468



The Town of Parma is an Equal Opportunity Employer