

**HENNIKER TOWN HALL  
HENNIKER, NH**

**Site Supervisor:** Peter Flynn, Town Administrator  
Nicole Gage, Front Office Assistant

**Contact:** (603) 428-3221  
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2 Depot Hill Road  
Henniker, NH 03242

**Hours Student Needed:** During business hours Monday - Friday

**Purpose of Service:** To learn about the duties and responsibilities of local municipality. Gain practical experiences working as part of city government

**Motivation/Interests Required:** Student should have a desire to work with the public and demonstrate good writing and speaking skills.

**Position Description:** Assisting the town staff with clerical duties, filing, and researching for an archiving project. The NEC student will work along side town hall staff to support the functions of the office.

**Supervision:** NEC students will be supervised by the department manager.

**Benefits to Student Work-Study:**

- Gain communication skills in writing and public speaking
- Exposure to the structure of town politics
- Exposure to the requirements of a Town Administrator

**Directions:** From the Simon Center, take Bridge Street towards Weare (away from town). Cross the street behind the CEI building and walk up the street to 18 Depot Hill Rd.. The town hall is the first white building on the right in front of the baseball field.