

**Work-Study Title: White Birch Community Center: Cleaning**  
**Department: CLP Community Service**  
**Reports to: Eugene Durkee**  
**Length of Employment (check one) Fall \_\_\_\_\_ Spring \_\_\_\_\_ Both \_\_\_\_\_**  
**Student Name:**

<b>Position #: 502f4</b>
<b>Category: Student</b>
<b>Pay rate: \$7.75/hr</b>
<b>Office Use Only</b>
<b>ID:</b>

**Hours Required**

Very flexible during the evenings or on weekends  
Hours could be shared with one other student, for a total of 15 – 20 hours

**Position Purpose**

White Birch Community Center is a private, non-profit organization focusing on the educational, recreational, and social needs of the community.

**Motivations/Interests/Skills Required**

Work/study students interested in positions at White Birch must be reliable and consistent, and excited about making new friends and connections within the community. Applicant must be an NEC student; open to all majors.

**Duties & Responsibilities**

Clean the halls, classrooms, and bathrooms.

**Benefits to Student Employee**

Experience of performing reliably with minimal supervision, following exact instructions, and obtaining a good work recommendation.

**Supervision**

The CLP Director will supervise the student.

\_\_\_\_\_  
Supervisor's Signature Date

\_\_\_\_\_  
Student's Signature Date

\_\_\_\_\_  
Student Financial Services Date

**Site Contact**

The White Birch Community Center  
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