

Work-Study Title: Henniker Town Hall Ambassador

Department: CLP Community Service

Reports to: Eugene Durkee, Director CLP

Student Name:

Length of Employment (check one) Fall ____ Spring ____ Both ____

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

Hours Required

Flexible during business hours Monday – Friday

Position Purpose

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

Motivations/Interests/Skills Required

Student should have a desire to work with the public and demonstrate good writing and speaking skills. Mature. Good with data; basic computer skills. MUST have attention to detail.

Duties & Responsibilities

Assisting the town staff with filing, applications for tax credits and exemptions, putting packets of information together, proofreading and checking forms

Benefits to Student Employee

1. Gain communication skills in writing and public speaking
2. Exposure to the structure of town politics
3. Exposure to the requirements of a Town Administrator

Supervision

The CLP Director and the Off Campus Coordinator will supervise the student in their role as Student Community Service Coordinator.

Supervisor’s Signature Date

Student’s Signature Date

Student Financial Services Date

Site Contact

Henniker Town Hall
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