

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

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

Hours Required

Flexible

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

Support the Director and staff of White Birch Community Center by performing basic administrative tasks: filing, organizing data, answering phones, making copies, etc.

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
Marc McMurphy, Executive Director
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