

SUMMER JOB OPPORTUNITY

VILLAGE OF FLEISCHMANN'S



The Village of Fleischmann's has a Summer internship position for a youth 14-21 years of age, preferable a resident of Fleischmann's

Duties will include:

Office Administrative tasks

- Update and maintain spreadsheet files
- Update and maintain word processing documents
- Assist with file storage management
- other tasks as assigned

Outdoor work

- Village pool sign in/registration
- Village pool assist with Covid-19 protocols and cleaning.
- Assist with sidewalk maintenance and other tasks

Rate of Pay \$13.20 per hour for up to 10 weeks, 20 hours per week

The village is an equal opportunity employer and does not discriminate as to race, color, religion, gender, sexual orientation or other protected characteristics

To apply:

email letter of interest to village39@caskill.net with Summer intern Position in the subject line. Include information on prior work experience and skills. Alternatively mail to Village of Fleischmanns, PO Box 339, Fleischmanns, NY 12430. No drop ins to the office as we are open by appointment only.