

The Pelham Senior Center

PT-Travel Assistant

Position Opening

The Pelham Senior Center has (1) part time position open for Travel Assistant. The Senior Center Travel Assistant position responsibilities will include but are not limited to: maintains travel log records, researches trips, supervises and attends all trips, works with various travel agencies, registering seniors for trips, works with the COA Board of Directors. Knowledge of Microsoft Word, and Excel is a must. This position has an April 18, 2016 start date. Rate of pay is \$11 per hour. For a full job description, and application instructions please visit our website at <http://www.pelhamweb.com/employment>. Application, cover letter and resume should be sent to the Town of Pelham Selectmen's Office, 6 Village Square, Pelham NH 03076 by 4pm on April 1, 2016. No phone calls please. The Town of Pelham NH is an Equal Opportunity Employer.