

WE ARE HIRING!



We're looking for someone to join our team as a

SEASONAL OFFICE ASSISTANT

This office-based position serves as the face of the organization and facilitates public access to Squam's recreation opportunities. This is a part-time position (up to 35 hrs/wk) at \$13-15/hr. Position runs from May 25th - Sep. 2nd with flexible scheduling throughout the week and weekends. Duties include but are not limited to the following:

Responsibilities

- Process campsite reservations, canoe and kayak rentals
- Collect liability waivers and fees
- Provide visitors with information via phone and email
- Run the SLA gift store

Qualifications

- Strong communication and customer service skills
- Proficient with Microsoft Office and computers
- Ability to work independently



Employees receive free boat rentals & discounts on camping!

Apply online

 www.squamlakes.org/employment-service


OR

Send your Resume and Cover letter to:

 kgurney@squamlakes.org

Squam Lakes Association

 534 U.S. 3 Holderness, NH 03245

 603-968-7336