

**WINFIELD RECREATION COMMISSION  
FULL-TIME ADMINISTRATIVE ASSISTANT POSITION**

The WRC is seeking a highly motivated & organized individual to serve as a full-time Administrative Assistant. This person should possess excellent customer service and various computer software experience. Full salary range for this position is \$12-\$20 per hour plus excellent benefits. Starting salary is dependent upon experience and qualifications. Submit resume or WRC application with current references by September 8th. Applications are available online at [www.winfieldrec.com](http://www.winfieldrec.com) or at the WRC office, 624 College. EOE