

## **BOLTON SENIOR TAX REBATE PROGRAM**

### **JOBS AVAILABLE**

(Jobs available are not limited to this list. Other opportunities may become available.)

### **CONSERVATION COMMISSION/ LAND MANAGEMENT**

- Building/Repairing bridges/boardwalks
- Using DR Field and Brush Mower for edge mowing and trail maintenance
- Building, Installing and Maintaining Signs
- Trail Sweeps and Maintenance

### **COUNCIL ON AGING**

- Clerical work
- Greeter at the Senior Center
- Distribution of the Senior Newsletter
- Monthly food distribution
- Craft classes
- Senior Newsletter

### **DEPARTMENT OF PUBLIC WORKS**

- Assist at Transfer Station
- Heavy Equipment Operator (for qualified and licensed individuals)
- Photocopying/Mailing

### **PUBLIC LIBRARY**

**Shelvers** - (Minimum commitment – 1 hour per week; Tuesday 10 to 4 p.m.; Wednesday 10 to noon and Friday 10 to 5 p.m. People who apply must be able to lift, push, pull and carry, and be trainable as to established filing methods.)

### **TOWN HALL**

(Working for the Conservation Commission, Board of Health, Offices of Town Clerk, Town Secretary, Town Planner, and Assessors)

- Answering phones
- Computer work - including creating and updating data base(s)
- Filing
- Photocopying
- Typing
- Other duties: selling transfer station stickers, issuing permits