

COURIER

Location: Town Hall

Hours/Days: 9:30 a.m. to 10:30 a.m. and 4:00 p.m. to 4:30 p.m./Monday – Friday

Duration: Ongoing as needed

Duties

Pick up and deliver mail to/from US Post Office and distribute/sort mail inside Town Hall.

Skills Needed

Ability to lift 20 pounds frequently; ability to sort materials and ability to read.