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TO: Board of Trustees

FROM: Mike Dolan, Township Clerk

DATE: October 28, 2022

AGENDA ITEM TOPIC: Senior Center Part Time Hiring.

Number of Supporting Documents: **XX**

Requested Action

- Motion to authorize Julie Eddings to interview and hire a 3rd part time employee up to 15 hours per week, at a Grade 1 and Step level that will commensurate with skill level, upon completion of all pre-employment requirements.

Background

The Hamburg Township Senior Center has nearly doubled in active members in just over that last 2 years. Julie has had to rely more and more on volunteer help as the existing 2 part time positions are no longer sufficient to keep up with the daily activities of the center. She particularly needs help with someone that possess excellent computer skills with programs such as Excel and Publisher.