

RECREATION ATTENDANT

DISTINGUISHING FEATURES OF THE CLASS:

The work involves performing routine or unskilled work in connection with the conduct of some activity or the care of some physical facility while in use. This is the beginning level for work in the field of recreation and involves the performance of routine tasks under direct supervision. Does related work as required. [This position is at a highly active outdoor or indoor Recreation program. The expectation is that program staff are engaged and participating in the activity. This is a part-time position.](#)

TYPICAL WORK ACTIVITIES:

Assists in the conduct of basketball, bowling, badminton, volleyball, and table game leagues:
Assists in the conduct of socials, dances, tournaments, storytelling sessions, dramatics, parties, etc. and other special events:
Assists with the officiating at athletic contests:
Assists with the chaperoning of trips and other group activities:
Assists with conduct of a program at a recreation center or other physical facility:
Assists in the instruction of children in games, sports, arts and crafts, dancing, singing, dramatics etc.:
Supervises the conduct of children's games and maintain order:
Operates a movie projector:
Distributes and collects equipment:
Administers first aid:
Makes up schedule for sports and special events:
Keeps records of attendance, activities, equipment, etc.:
Maintains and prepares courts, fields, facilities, etc. by rolling, watering, brushing tapes, putting up nets, bases, marking courts, panning ice:
May collect tickets and admission fees, and turns money to proper authorities:
Cleans and disinfects locker rooms:
Sweeps and mops floors, cleans restrooms, shovels, drives motorized equipment, landscaping (rakes, trim trees and bushes, cuts lawns) paints and related laboring duties.

IF ASSIGNED TO SENIOR CITIZENS NUTRITION AND RECREATION PROGRAM:

Assists with daily meal program:
Prepares kitchen, receives food delivery, counts, and checks all regular and diet meals:
Records temperatures, reports spillage and shortages:
Stores food to retain holding temperatures:
Lists daily volunteers and distributes daily duties:
Assists seniors in meal preparation, setup, serve and clean up:
Keeps up-to-date client participant forms:
Takes messages, records cancellations, and reservations:
Set up of appointments and mailings:
Assists with arts and craft classes, exercise room scheduling and monitors:
Assists with card games, tournaments, bingo, billiards, special events:
Helps in planning and implementing of fund raisers, trips, 55 Alive, health seminars, finance seminars, etc.:
Works daily on recreation and socialization of seniors:
Works with DDSO Disabled Clients and helps oversee clients and aides.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of several types of sports and games:

Working knowledge of first aid:

Ability to comprehend, remember and follow detailed instructions:

Interest in recreation work:

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A) Completion of high school: or
- B) Completion of grade school and four (4) years of work experience: or
- C) An equivalent combination of training and experience as defined by the limits of (A) and (B).

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

Applicants can be as young as 16 years old. Please note, employees under 18 years old may not be scheduled to oversee programs that administer to youth ages 14-17 years old.

PREFERENCE GIVEN to applicants who currently possess a valid:

1. First Aid Certification, any from this list that include the words First Aid, CPR, AED **and** is not limited to pediatrics
<https://www.health.ny.gov/environmental/outdoors/camps/docs/firstaid.pdf>

Position Requirements and Working Conditions:

Physical Activities <i>Check all that apply</i>	Frequency (N)Never, (O)Occasionally or (C)Constantly
Ascending or descending stairs and the like.	O
Remaining in a stationary position, often standing or sitting for prolonged periods.	C
Moving about to accomplish tasks.	C
Communicating with others to exchange information.	C
Repeating motions that may include the wrists, hands and/or fingers.	C
Travel to meet with various stakeholders	O
Assess risk, detect risk factors for site safety purposes through being aware of surrounding environment, individuals, noises, observations, etc.	C

Environmental Conditions <i>Check all that apply</i>	Frequency (N)Never, (O)Occasionally or (C)Constantly
Low temperatures.	C
High temperatures.	C
Outdoor elements such as precipitation and wind.	C
Noisy environments.	C
Hazardous conditions.	N

Poor ventilation.	N
Small and/or enclosed spaces.	O
No adverse environmental conditions expected.	O

Physical Demands <i>Check only one</i>	Frequency <i>(N)Never, (O)Occasionally or (C)Constantly</i>
Sedentary work that primarily involves sitting/standing.	C
Light work that includes moving objects up to 20 pounds.	C
Medium work that includes moving objects up to 50 pounds.	C
Heavy work that includes moving objects up to 100 pounds or more.	O

EEO Statement:

Town of West Seneca is an Equal Opportunity Employer and considers all candidates for employment regardless of race, color, national origin, religion, sex, age, disability, citizenship, pregnancy, military status, marital status, sexual orientation, or any other characteristics protected by law.

How to submit your application to West Seneca Youth & Recreation:

1. Obtain a West Seneca Youth & Recreation Employment Application. Applications can be found:
 - a. Online via this link: <http://www.westseneca.net/jobs#gsc.tab=0>
 - b. In Person at the Recreation Office (on the flyer wall, next to our teller window) inside the Community Center and Library located at 1300 Union Road.
2. Complete the application, attach any valid First Aid and/or BLS CPR certifications that you have.
3. Submit your completed application to:
 - a. In Person: Recreation Office inside the Community Center and Library located at 1300 Union Road, West Seneca, NY, 14224, Monday – Friday, between 9:30 AM – 11:30 AM or 2:30 PM – 4:30 – PM.
 - b. Via USPS: Mail to Recreation, 1250 Union Road, West Seneca, NY, 14224
 - c. Via Email: lmasset@twсны.org

Please note that the department will not run any program without a Recreation Leader and at least one Recreation Attendant (this number could increase depending on the program). For health and safety reasons all program staff must be First Aid and CPR BLS certified, before the program can begin.