

### **West Seneca Youth & Recreation Full Time Employee Proposal**

This proposal was drafted at the request of Town Supervisor Gary Dickson in September 2021 by Lauren J. Masset, Recreation Supervisor.

West Seneca Youth & Recreation offers a variety of different programs and events for various ages, developmental/skills levels, and more. Recreation programs are contingent upon proper staffing levels to ensure safety, security, quality, and fun. In addition, the department schedules, issues usage permits, and assists in overseeing the Town of West Seneca Park System and Facilities. This consists of but is not limited to a Youth Gym, Large Pool, Splash Pad, Ice Rink, 18 Town Parks, 21 diamonds (plus 3 school district diamonds during the summer), the Lions Bandshell, several grassy areas, soccer fields 7 full size, 4 U-10, 3 U-12, 4 U-8, and 6 micro. The department also issues permits and schedules special/community events such as concerts, fundraisers, tournaments, food truck events, and more. Programs and facilities take place 7 days a week, as early as 5:20 AM and as late as after midnight, as well as on some holidays.

The Recreation Department was previously housed in the Kiwanis Youth Center. At that time the department had a Full-Time (FT) Department Head and several Part-Time (PT) positions such as but not limited to 3+ Clerks, 2 Youth Service Coordinators, 1 Adult Program Coordinator, 1 Youth Program Coordinator, 1 Pool Supervisor, 1 Facility Scheduler, 2+ ID Clerks, 2+ Kiwanis Youth Center Attendants plus the seasonal staff for summer programs, the pool, and the Ice Rink. The department moved to Mill Road when the Kiwanis Center was demolished and then moved to its new home in the Community Center and Library. During those transitions, the department was cut to 1 FT Department Head and limited PT positions 1 Youth Service Coordinator, 3 Clerk Typists, plus the seasonal staff for programs, the pool, and Ice Rink. The department had several employees who could act as the Department Head, if needed, for any period of time.

More recently the department has has a challenging time recruiting, keeping employees on staff, and the reliability/leadership quality of candidates during the time of their positions. The majority of our seasonal staff are high school-aged and college-aged young adults who seek other employment for more hours, high rates of pay and/or internships, and career-aligned positions. Of those that do accept positions, some have failed to work to their job description/duties making it challenging to offer quality safe programs and their intended capacity and scheduling.

In the Summer the department office traffic is heavy, the Veterans Park Pool is in full service, along with any Summer programs that we can offer. The staffing levels for our Day Camp and Large Pool are set by NYSDOH/ECDOH. Due to staffing requirements and program regulations often times being written by the NYSDOH/ AND ECDOH we can not be as creative In making programs run when staff is a no-call no-show, low employment applications, or the staff are simply not on payroll due to not accepting positions for various reasons noted above. In the Fall/Winter/Spring the department runs programs in the CCL Youth Gym and West Seneca Ice Rink. All programs, regardless of the season are contingent upon proper staffing levels. Programs need to be properly planned in advance and executed by an employee who has

the skill set of planning developmentally appropriate programs and the skills need to foster a positive relationship with youth. Our department takes pride in hiring individuals who will create a safe, healthy environment and enrich positive youth development opportunities. However many of our staff are in high school or are working towards their career/ in college and therefore do not accept part-time positions with low pay, low hours, and/or unrelated to their field of study. Without these staff, we can not run programs to provide these enriching opportunities.

We cannot always rely on a 16-year-old to oversee the safety of a 15-year-old or ensure the quality of the program.

The employees also need to be able to handle emergencies both mental and physical, parental issues, allegations of abuse/maltreatment, deal with behavior management and bullying, act appropriately towards all age levels, think outside the box, work together as a team, model correct behavior and more. Applicants are screened with questions presenting scenarios that would allow us as a department to hire individuals who would be able to handle difficult conversations and on-the-spot decisions. The Youth and Recreation Department takes pride in those who work will make the best decision(s) possible with the training they are given. However, you need mature staff to make these decisions and handle them correctly and confidentially. The department simply does not have that resource.

This past year, post-COVID, the department has not been able to offer any seasonal programs in the Fall/Winter/Spring due to a staffing issue (leadership and regular attendants). This summer our Summer Day Camp program was limited due to a lack of applicants and our Large Pool season was limited and shortened due to a lack of leadership staffing. The office is currently operating on a limited schedule due to a lack of PT Clerk Typists.

Recruitment of all staff but more specifically and importantly leadership staff has been an issue for several years. The departments' recruitment efforts were damaged more due to the pandemic. It comes as no surprise that unfortunately, the pandemic has caused a grappling scene in the workforce nationwide- especially for those in part-time positions. Again it's not a secret that those individuals were making more of staying home than working at times. For some, this was beneficial as it boosted income for their households for business it was detrimental. Due to the many benefits are given to individuals during this pandemic when layoffs occurred it became no question for young adults to not work and get paid as much as working.

When working in the department being in a childcare/program-based setting programs are often planned months in advance if not longer. Signups are done months in advance and then comes execution. Our department can't announce a program offering knowing that no staff is available to plan the program, oversee the program or work the program. This includes leadership-level staffing and program-level staffing.

When hiring PT employees it becomes a question of when will they show up, does their experience align with our department's goals, and do they possess leadership qualities to act in such a position?

We cannot rely on part-time employees, as they are not readily available, they choose not to work often, are not reliable, do not have the necessary background, skills set or interest level needed to make our programs successful. They also call off regularly (which forces programs to close or be canceled last minute),

PT employees are offered incentives and can act in leadership roles if their experience and performance align with the job description. However, the time has shown that many of our employees are either in a first job or have been with our department for years. Those that have been with us for years hold leadership positions, those that are in their first job setting are intimidated to just collect a paycheck and some are not driven to take on extra responsibilities. We as a department should not have to delay program planning or cancel programs and close facilities that families/children rely on because of lack of leadership, and low staffing numbers.

Further, We cannot rely on 16, 17, 18, etc. year olds as they are inexperienced and do not accept responsibility, in most cases, they just are looking for a job and a paycheck. It is irresponsible towards our program's participants to rely on PT employees only. An FT employee would be here, minus their scheduled days off which are limited and/or in the event of illness. We are a large department that is constantly moving and changing. We need to create a department and services our Community can depend on.

If the Town Board should choose to hire another FT Recreation employee, my suggestion would be that they are hired and work afternoons and evenings. In the afternoon they could complete their desk work (assisting with facility management, program development, office tasks, etc.) and in the evenings they could execute the programs with the assistance of PT staff. This would ensure that quality programs can be offered regularly, the department has proper leadership in place for PT employees.

The additional FT employee would be tasked with all program development and execution, as well as overseeing program staff. The work would include planning educational, recreational, and cultural services and activities for youth in the town. The incumbent under the supervision of the Department Head would be responsible for organizing programs and monitoring their effectiveness in meeting the goals of the department. The incumbent would work with volunteers, department staff, schools, service clubs, etc. to promote the youth program in the community. The incumbent would do other work as required. This would increase services offered, within a short amount of time, of the employee being hired/trained.

The incumbent would also provide advisory assistance on general and technical materials relating to youth, coordinate with agencies at all levels to provide services, coordinate with agencies to provide services, assist and coordinate work in the community for clubs, compile statistics and reports for the programs, plan and supervise special events for youth and families.

The incumbent should have good knowledge of characters, needs and interests of youth, good knowledge of local, state, and federal policies, regulations, and laws applicable to youth, ability to plan, coordinate and direct programs, ability to secure the cooperation of others, ability to meet the public and address a

group effectively, tact and courtesy, industry and dependability, neatness and neat in appearance, physical condition commensurate with the demands of the position.

Our department is fast-paced, ever-changing, and growing. It is my belief with an additional FT employee we would have an additional reliable staff member to assist in overseeing programs in our gym, adding to our summer day camp. Many of our PT staff see their position as "just a summer job" or just a "rink guard." Perhaps this is because it is only for a short time at a minimum number of hours. However, I believe having an additional FT would take a leadership stance of being dependable, organized, prepared, and experienced. As well as value their position for what it is.

I would further suggest that the employee be required to hold all the certifications for an NYSDOH Children's Camp and understand the codes for both a Children's Camp and Aquatics Facility. Further, the employee should be trained to act as the Recreation Supervisor, in the event, she needs to take a leave of absence. Currently, the department has no one trained to fill in, if needed. In the event the Recreation Supervisor needed to take a leave, the department could end up coming to an immediate halt. This would not only affect the time of leave but the upcoming seasons as well, as they would not be properly planned for.

The cost of the FT employee would be partially offset by not hiring a part-time employee(s), who had historically held a similar position(s).

If the Town does not go the route of hiring an FT employee, I would suggest they raise the wage for the Youth Service Coordinator position, so that we can attempt to find someone to meet the criteria as outlined in the above two paragraphs.

Recreation is a quality-of-life item for our residents, this is a looked-for service when people consider where to buy a home. Recreation services offer a variety of benefits for all age groups, such as physical/mental health improvements, helps reduce stress levels, allow residents to try new activities or improve current skills, develop social skills, grow your social circle, and all-around improves the quality of life. The Town of West Seneca has a proud past and unlimited future. We should strive to have the best Recreational opportunities in Erie County, New York State, and beyond. This would increase services offered on a weekly and regular basis.

It takes a village to provide positive youth development opportunities. Therefore all of our employees, including PT, play a very significant role in the success of our programs, the safety of our participants, and providing positive youth development opportunities. Without our employees many of our programs if not all would be impossible. We are a team however each team needs a caption and therefore adding an additional FT staff would aid in a complete team for us here at recreation.

Pay Scale:

The Recreation Supervisor (Department Head) is Group 8.

After discussion with HR, this title aligns closet with Recreation Specialist which HR provided a comp analysis for (see below) but did advise a 10% increase should be added for the Supervisory aspect of the job, based on this I am suggesting the PayScale be CSEA White Collar Group 3 with the title Program Leader Youth FT.

HR Comp Analysis	Town of West Seneca					
	Salaries By Years of Experience					
	Position Title: Recreation Specialist; eDOT: 099167001 SOC: 211099					
	Area: Buffalo, New York					
	Annualized Salary Trend: 2.4% (Adjustment: 0.2%)					
	Base Salary			Hourly		
Years of Experience	25th Percentile	Mean	75th Percentile	25th Percentile	Mean	75th Percentile
16	\$ 45,308	\$ 49,704	\$ 53,850	\$ 21.78	\$ 23.90	\$ 25.89
15	\$ 44,519	\$ 48,833	\$ 52,889	\$ 21.40	\$ 23.48	\$ 25.43
14	\$ 43,721	\$ 47,956	\$ 51,922	\$ 21.02	\$ 23.06	\$ 24.96
13	\$ 42,904	\$ 47,064	\$ 50,938	\$ 20.63	\$ 22.63	\$ 24.49
12	\$ 42,057	\$ 46,148	\$ 49,928	\$ 20.22	\$ 22.19	\$ 24.00
11	\$ 41,169	\$ 45,197	\$ 48,882	\$ 19.79	\$ 21.73	\$ 23.50
10	\$ 40,226	\$ 44,199	\$ 47,789	\$ 19.34	\$ 21.25	\$ 22.98
9	\$ 39,211	\$ 43,138	\$ 46,634	\$ 18.85	\$ 20.74	\$ 22.42
8	\$ 38,108	\$ 41,994	\$ 45,402	\$ 18.32	\$ 20.19	\$ 21.83
7	\$ 36,897	\$ 40,746	\$ 44,074	\$ 17.74	\$ 19.59	\$ 21.19
6	\$ 35,579	\$ 39,385	\$ 42,646	\$ 17.11	\$ 18.94	\$ 20.50
5	\$ 34,173	\$ 37,911	\$ 41,114	\$ 16.43	\$ 18.23	\$ 19.77
4	\$ 32,723	\$ 36,329	\$ 39,473	\$ 15.73	\$ 17.47	\$ 18.98
3	\$ 31,275	\$ 34,659	\$ 37,726	\$ 15.04	\$ 16.66	\$ 18.14
2	\$ 29,874	\$ 32,963	\$ 35,886	\$ 14.36	\$ 15.85	\$ 17.25
1	\$ 28,567	\$ 31,310	\$ 33,995	\$ 13.73	\$ 15.05	\$ 16.34

## CSEA White Collar Salary Schedule

**APPENDIX G-1 - 2021 SALARY SCHEDULE - (Employees Hired After 1/31/11)**

GROUP	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
1	\$30,255.88	\$32,369.32	\$34,482.76	\$36,596.20	\$38,709.63	\$40,823.07	\$42,936.51
2	\$32,567.75	\$34,908.60	\$37,249.43	\$39,590.28	\$41,931.12	\$44,271.97	\$46,612.80
3	\$37,344.20	\$39,977.26	\$42,610.31	\$45,243.37	\$47,876.43	\$50,509.48	\$53,142.54
4	\$40,194.11	\$43,113.58	\$46,033.07	\$48,952.55	\$51,872.02	\$54,791.51	\$57,710.98
5	\$44,487.76	\$47,711.92	\$50,936.07	\$54,160.22	\$57,384.36	\$60,608.52	\$63,832.67
7	\$45,199.69	\$48,444.62	\$51,689.55	\$54,934.48	\$58,179.41	\$61,424.35	\$64,669.27
7A	\$45,636.82	\$48,877.82	\$52,118.82	\$55,359.81	\$58,600.82	\$61,841.81	\$65,082.81
8	\$49,114.12	\$52,799.45	\$56,484.77	\$60,170.09	\$63,855.42	\$67,540.74	\$71,226.07
8A	\$49,383.47	\$53,034.45	\$56,685.42	\$60,336.40	\$63,987.37	\$67,638.34	\$71,289.32
9	\$55,346.91	\$59,459.86	\$63,572.82	\$67,685.78	\$71,798.73	\$75,911.69	\$80,024.64
10	\$56,300.04	\$60,605.62	\$64,911.20	\$69,216.79	\$73,522.37	\$77,827.95	\$82,133.53
10A	\$61,270.17	\$65,904.23	\$70,538.29	\$75,172.35	\$79,806.41	\$84,440.48	\$89,074.54
11	\$66,240.31	\$71,202.86	\$76,165.41	\$81,127.97	\$86,090.52	\$91,053.06	\$96,015.61
12	\$69,190.29	\$74,381.29	\$79,572.29	\$84,763.31	\$89,954.31	\$95,145.31	\$100,336.31
13	\$77,838.92	\$80,705.75	\$83,572.57	\$86,439.40	\$89,306.23	\$92,173.04	\$95,039.87

## Survey re Staffing Levels (4/27/21)

Location	Year-Round FULL-TIME Employees	Year-Round PART-TIME Employees	Seasonal Employees	Youth Bureau	Notes & Quotes
Amherst	40	50	150	N/A	NONE
Cheektowaga	8	50	180	Youth & Rec has been one department since 1991.	"We work with our Parks & Facilities department daily and sometimes assist with work in the parks to get ready for programming if necessary."
City of Tonawanda	No Response				
Grand Island	3	1	55	N/A	"Similar to you when I started in 2013 I was the only full-time employee and we had 1 part-time clerk typist. In 2016 I was approved for 2 PT Rec. Attendants. In 2018 I went full time and in 2019 the other went full time. During that time, with the extra staff, we were able to double the number of programs we offer and improve the current programs."

<b>Lancaster Recreation</b>	See notes.	See notes.	See notes.	Yes - Separate From Recreation Department	<i>"We have 13 laborers who work in Parks, Recreation, and Forestry full time and four part-time employees also. In May the four part-timers will go full time for the summer plus we will be adding four seasonal full-time employees. The Youth Bureau is separate"</i>
<b>Lancaster Youth Bureau</b>	5	9	16	Yes - Separate From Recreation Department	Separate from Recreation Department
<b>Orchard Park</b>	2	25-30	130-150	N/A	NONE
<b>Tonawanda</b>	14	150	300-350	Merged in the '90s	One department "Youth, Parks & Rec" These numbers are only for Youth & Rec for Town of Tonawanda. They used to have 20 FT but are currently at 14 due to retirements. The 150 part-time year-round includes Aquatics Staff, Ice Rink Staff, Youth and Senior Center Staff, Office Staff, etc. Their Youth Bureau and Rec Department merged in the '90s
<b>Town of Hamburg</b>	No Response				
<b>Village of Hamburg</b>	No Response				
<b>West Seneca</b>	1 Recreation Supervisor	1 Youth Service Coordinator + 3 Clerk Typists	Varies by season and program offerings	N/A	