

TOWN OF WEST SENECA YOUTH & RECREATION

NOW HIRING - RECREATION ATTENDANT

POSTED 1/4/2022

Description	West Seneca Youth & Recreation is looking to hire a part-time Recreation Attendant to act as a department floater between the office, programming, and events.
Age Requirements	18 years of age or older
Job Requirements	<p>Must be fluent in Microsoft Office Suite, have heavy/proficient computer skills, the ability to learn quickly, work in a fast-paced environment and act as a member of the team.</p> <p>Preference given to applicants who have a background in coaching, physical education, education and/or working with youth.</p> <p>Applicant will be required to obtain any/all CPR, First Aid, Epi-Pen, etc.... certifications prior to 6/9/2022 to maintain their role 2022. A department list of approved and required certifications will be provided.</p>
Rate of Pay	\$14.00 Hour
Hours	<p>The hours for this position will not exceed 19 hours per week during the Fall/Winter/Spring seasons and 35 hours per week during the Summer season.</p> <p>The shifts and days will vary week to week.</p> <p>January 2022 – April 2022 this position will be weekday during the day.</p>
Other Job Details	<p>May act as a program instructor or office support staff at any time.</p> <p>Ensure the safety of program participants and patrons. Ensure all programs operate according to guidelines and safety regulations.</p> <p>Keep records and makes reports.</p> <p>Plans and implements programs.</p> <p>Assists with all office duties.</p> <p>Will have additional duties not included in this posting.</p>
How to Apply	<ol style="list-style-type: none"> 1. Complete an Employment Application found at http://www.westseneca.net/application/files/1416/0797/1305/Recreation_Department_Application_2021.pdf 2. Attach a copy of your resume. 3. Attach a copy of the MyRec Skills test found here: http://www.westseneca.net/application/files/7816/4123/7187/MyRec_Interview_Tasks_SR_2_9_21_.pdf 4. Attach a copy of the typing test found here: https://www.proprofs.com/quiz-school/story.php?title=basic-computer-skills-assessment 5. Submit to Recreation Supervisor <lmasset@twсны.org> and Lisa Scibetta, Director or HR <lscibetta@ebchcm.com>.