



# TOWN OF WEST SENECA

**LAUREN J. MASSET**  
RECREATION SUPERVISOR

**TO:** Honorable Town Board / Town of West Seneca

**FROM:** Lauren J. Masset  
Recreation Supervisor

**DATE:** May 17, 2022

**RE:** Employment Appointments for Summer 2022 Recreation Program

Per the attached list please appoint the following list of individuals to the corresponding titles (part-time) and rates of pay, effective June 1, 2022. Please change their status from part time to part time seasonal effective June 1, 2022 – September 1, 2022, with their termination date being September 1, 2022.

These hires are contingent upon a background check, drug test and proof of a physical as outlined by Town Code Chapter 25. These hires are also contingent upon obtaining required certifications no later than June 22, 2022, and attending all mandatory orientations and training classes.

The budget lines which they will be paid out of are included on the chart for the Finance Departments reference.

Please authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel.

First Name	Last Name	Title	Role	Hourly Rate of Pay	Possible Bonus Amount (Approved TB 4/25/22)	New or Returning	Employment Start Date / Termination Date	Part-Time Seasonal Status from 6/1-9/1/22	Budget Line
Felicia-Ann	Urbanczyk	Recreation Leader Part-Time	Program Leader	\$19.25	\$500	Returning	June 1, 2022 / September 1, 2022	Yes	1.7140.0149
Amanda	Putnam	Recreation Attendant Part-Time	Summer Fun Rec Attendant	\$16.25	\$250	Returning	June 1, 2022 / September 1, 2022	Yes	1.7140.0149
Bryce	Schreiner	Recreation Attendant Part-Time	Summer Fun Rec Attendant	\$16.00	\$250	New	June 1, 2022 / September 1, 2022	Yes	1.7140.0149
Peter	Sergi	Recreation Attendant Part-Time	Summer Fun Rec Attendant	\$16.00	\$250	New	June 1, 2022 / September 1, 2022	Yes	1.7140.0149

**Notes:**

Part-Time Seasonal status allows a part-time employee to work up to 35 hours per week for up to 20 weeks per year.

The department began recruiting for Summer 2022 employment in December 2021. The department hired all applicants who applied between December 2021 – May 16, 2022, who responded to the department’s canvas for interest. Recruitment efforts included holding a job fair, offering competitive wages, offering a summer bonus, social media posts, canvassing previous employees, distributing our jobs posts to over 150+ organizations, schools, groups, etc. and more.

West Seneca Youth & Recreation  
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