

NON-COMPETITIVE  
**RECREATION LEADER (PT) (SEASONAL)**

**DISTINGUISHING FEATURES OF THE CLASS:**

The work involves acting as a group leader in the conduct of one or more of the less complex aspects of an organized seasonal recreation program; under general supervision is responsible for one or more major divisions of activity or service. Responsibility is first for planning, promoting, advising, and supervising particular program or programs and only secondarily for direct supervision of activities. Does related work as required. [This position is at a highly active indoor or outdoor program. The expectation is that program staff are engaged and participating in the activity. This is part-time position.](#)

[In addition to the above: This position acts as a PROGRAM LEADER for the assigned program. The position must plan the program, build out the program and registration in MyRec software, handle all aspects of registration, prepare the paperwork post-registration pre-program, facilitate the program, ensure safety at the program, ensure all departments procedures and policies are followed at the program, oversee the program employees, etc.](#)

**TYPICAL WORK ACTIVITIES:**

Conducts one or more group recreation activities of a general or social nature such as ball playing, dancing, singing, or routine arts and crafts:

Organizes the group according to interest and age group.

Gives individual or group instruction, schedules contests and special events.

Schedules events and use of facilities and equipment.

Supervises group to ensure safety of participants.

May act as a referee or umpire.

Keeps records and prepares reports on activity.

May render first aid and assist with the instruction in other areas.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the organization and conduct of one or more types of recreational activities.

Knowledge of the methods of group instruction.

Ability to stimulate and hold the interest of participants.

Ability to render first aid.

Good judgment; Initiative; resourcefulness; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATONS:**

- A) Graduation from a standard senior high school and one (1) year of experience in the conduct of recreational activities: or
- B) Completion of one (1) year of college of study at a recognized college or university: or
- C) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.

**NOTE: SPECIAL REQUIREMENT:**

Possession of a Red Cross or Y.M.C.A. advanced Lifesaving Certificate, or its equivalent is required of candidates who will serve in swimming pool positions.

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

**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:**

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

<b>Environmental Conditions</b> <i>Check all that apply</i>	<b>Frequency</b> <i>(N)Never, (O)Occasionally or (C)Constantly</i>
Low temperatures.	<b>C</b>
High temperatures.	<b>C</b>
Outdoor elements such as precipitation and wind.	<b>C</b>
Noisy environments.	<b>C</b>
Hazardous conditions.	<b>N</b>
Poor ventilation.	<b>N</b>
Small and/or enclosed spaces.	<b>O</b>
No adverse environmental conditions expected.	<b>O</b>

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

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.
  - c. **If you are interested in creating a program, which the department currently does not offer, you must submit a program proposal with your application.** The proposal should include the proposed: activity, program name, age group, genders, length of time, time of day, facility needed, equipment needed and any other information you wish to include. The department will consider the proposal, reserves the right to deny the proposal and/or make changes to the proposal. The department sets the fees, residency requirements and all other details of the program.
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: [Imasset@twсны.org](mailto:Imasset@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.**