# **YOUTH & RECREATION DECEMBER 2020**

TB Meeting 1/4/2021

The data on this report is accurate from the date that it was generated. Data may have changed based on the date the report was generated

Report Generated:

12/31/2020 @ 0 AM

12/31/2020 @ 3 /		Notes
WSYHA Travel	\$11,618.75	WSYHA Travel Nov 2020 Fees
Total	\$11,618.75	

The department launched a new activity registration system and website. Please visit www.westsenecarecreation.com for more information.

The department is NOW HIRING for several part-time positions. Please visit www.westsenecarecreation.com for more information.

The West Seneca Ice Rink re-opened on 12/21/2020.

The department held an drive thru holiday event on 12/10/2020.

All programs are contingent upon the following factors (a) staffing levels, see below on how to apply (b) NYS Guidelines for re-opening, and (c) factors related to COVID-19. We are still collecting employment applications for these programs.

All recreation programs are dependent and contingent upon staffing. Current job postings are attached.



Calendar (http://www.westseneca.net/news-and-events/calendar) News & Events (http://www.westseneca.net/news-and-events)

Jobs (http://www.westseneca.net/jobs) Board Meetings (http://www.westseneca.net/news-and-events/town-board-meetings)



Contact Us (http://www.westseneca.net/about-west-seneca/contact-us)



(http://www.westseneca.net/)

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Read search tips here (/search/search-tips)

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PLEASE NOTE: The Town of West Seneca is currently open BY APPOINTMENT ONLY in order to comply with the latest restrictions from the State of New York and for the safety of emoployees, residents and clients of the town during the COVID-19 pandemic. Please call 674-5600 to schedule an appointment. Thank you for your cooperation.

# Now Hiring/Open Jobs - West Seneca Youth & Recreation Department

For information regarding OPEN JOBS within other town departments please click <a href="http://www.westseneca.net/jobs#gsc.tab=0">http://www.westseneca.net/jobs#gsc.tab=0</a>). Information on this page is for the West Seneca Youth & Recreation Department only.

CLICK HERE for the West Seneca Youth and Recreation Application (pdf)

(http://www.westseneca.net/download\_file/view/6811/1017)

- USPS Mail to Lauren J. Masset, Recreation Supervisor, 1250 Union Road, West Seneca, NY, 14224.
- Email Email to Lauren J. Masset, Recreation Supervisor, Imasset@twsny.org
- In Person At the Recreation Office located at 1300 Union Road, West Seneca, NY, 14224 during our regular hours of operation.



# YEAR-ROUND JOBS

CLERK TYPIST PART / PART-TIME / \$12.50 PER HOUR / CLICK HERE FOR MORE INFORMATION REGARDING THIS JOB.

(HTTP://WWW.WESTSENECA.NET/APPLICATION/FILES/7516/0615/6079/JD\_CLERK\_TYPIST\_11.18.2020.PDF)

YOUTH SERVICE COORDINATOR /PART-TIME/ \$16.00 PER HOUR/ CLICK HERE FOR MORE INFORMATION REGARDING THIS JOB.

(HTTP://WWW.WESTSENECA.NET/DOWNLOAD\_FILE/VIEW/6713/1017)

### FALL/WINTER/SPRING PROGRAM JOBS

# RECREATION ATTENDANT PT/ CCL YOUTH GYM ASST. FOR YOUTH PROGRAMS

PROGRAM: CCL YOUTH GYM PROGRAMS

DESCRIPTION: REQUIREMENTS INCLUDE: 18+ YEARS OF AGE, ABILITY TO ICE SKATE, PREFERENCE GIVING TO THOSE WITH VALID FIRST AID & CPR CERTIFICATIONS. MUST BE AVAILABLE WEEKDAY AFTERNOONS AND EVENINGS PLUS WEEKENDS. MAY BE REQUIRED TO ASSIST AT DEPARTMENT EVENTS AND PROGRAMS ON WEEKDAY EVENINGS AND WEEKENDS.

### RECREATION ATTENDANT PT/ CCL YOUTH GYM LEADER FOR YOUTH PROGRAMS

PROGRAM: CCL YOUTH GYM PROGRAMS

DESCRIPTION: REQUIREMENTS INCLUDE: 18+ YEARS OF AGE, ABILITY TO ICE SKATE, MUST HAVE VALID FIRST AID & CPR CERTIFICATIONS FROM DEPARTMENT APPROVED LIST. MUST BE AVAILABLE WEEKDAY AFTERNOONS AND EVENINGS PLUS WEEKENDS. MAY BE REQUIRED TO ASSIST AT DEPARTMENT EVENTS AND PROGRAMS ON WEEKDAY EVENINGS AND WEEKENDS.

# RECREATION ATTENDANT PT/ CCL YOUTH GYM LEADER FOR ADULT PROGRAMS

PROGRAM: CCL YOUTH GYM PROGRAMS

DESCRIPTION: REQUIREMENTS INCLUDE: 18+ YEARS OF AGE, ABILITY TO ICE SKATE, MUST HAVE VALID FIRST AID & CPR CERTIFICATIONS FROM DEPARTMENT APPROVED LIST. MUST BE AVAILABLE WEEKDAY MORNINGS. MAY BE REQUIRED TO ASSIST AT DEPARTMENT EVENTS AND PROGRAMS ON WEEKDAY EVENINGS AND WEEKENDS.

# RECREATION ATTENDANT PT/ ICE RINK GUARD / OPEN PUBLIC SKATE

PROGRAM: CCL YOUTH GYM PROGRAMS

DESCRIPTION: REQUIREMENTS INCLUDE: 16+ YEARS OF AGE, ABILITY TO ICE SKATE, PREFERENCE GIVING TO THOSE WITH VALID FIRST AID & CPR CERTIFICATIONS. MUST BE AVAILABLE WEEKDAY EVENINGS PLUS WEEKENDS. MAY BE REQUIRED TO ASSIST AT DEPARTMENT EVENTS AND PROGRAMS ON WEEKDAY EVENINGS AND WEEKENDS.



# RECREATION ATTENDANT PT/ ICE RINK GUARD / ADULT SKATE

PROGRAM: CCL YOUTH GYM PROGRAMS

DESCRIPTION: REQUIREMENTS INCLUDE: 18+ YEARS OF AGE, ABILITY TO ICE SKATE, PREFERENCE GIVING TO THOSE WITH VALID FIRST AID & CPR CERTIFICATIONS. MUST BE AVAILABLE WEEKDAY MORNINGS. MAY BE REQUIRED TO ASSIST AT DEPARTMENT EVENTS AND PROGRAMS ON WEEKDAY EVENINGS AND WEEKENDS.

# RECREATION ATTENDANT PT/ ICE RINK SUPERVISOR SKATE

PROGRAM: CCL YOUTH GYM PROGRAMS

DESCRIPTION: REQUIREMENTS INCLUDE: 18+ YEARS OF AGE, ABILITY TO ICE SKATE, MUST HAVE VALID FIRST AID & CPR CERTIFICATIONS FROM DEPARTMENT APPROVED LIST. MUST BE AVAILABLE WEEKDAY MORNINGS, AFTERNOONS AND EVENINGS. MAY BE REQUIRED TO ASSIST AT DEPARTMENT EVENTS AND PROGRAMS ON WEEKDAY EVENINGS AND WEEKENDS.

# **SUMMER JOBS**

# **RECREATION SUPERVISOR PT / POOL SUPERVISOR**

PROGRAM: VETERANS PARK AQUATICS COMPLEX

DESCRIPTION: REQUIREMENTS INCLUDE: 21+ YEARS OF AGE, MUST HAVE ONE SEASON AS A NYS CAMPS AQUATICS DIRECTOR OR 2 SEASONS EXPERIENCE CONSISTING OF 12 WEEKS OF CAMP LIFEGUARD EXPERIENCE (AT A CAMP THAT HAD MORE THAN ONE LIFEGUARD SUPERVISING) OR 18 WEEKS AS A LIFEGUARD AT A POOL/BEACH THAT HAD MORE THAN ONE LIFEGUARD SUPERVISING. MUST BE AVAILABLE WEEKDAYS AND WEEKENDS. RESPONSIBLE FOR OVERSEEING ALL OF THE OPERATIONS AND THE AQUATICS COMPLEX. ACTS AS THE SUMMER CAMP AQUATICS DIRECTOR. THIS POSITION WILL REQUIRE YOU TO ACTIVELY GUARD. MUST HAVE THE FOLLOWING VALID CERTIFICATIONS, CERTIFICATIONS MUST BE VALID UNTIL SEPTEMBER 1 OF THE YEAR/SEASON: BLS CPR, FIRST AID, LIFEGUARDING, WSI/PSI, EPI-PEN, LIFEGUARD MANAGEMENT. SEE THE CERTIFICATIONS SECTION OF THIS PAGE FOR A LIST OF ACCEPTED CERTIFICATIONS.

# RECREATION SUPERVISOR PT / ASSISTANT POOL SUPERVISOR

PROGRAM: VETERANS PARK AQUATICS COMPLEX

DESCRIPTION: REQUIREMENTS INCLUDE: 21+ YEARS OF AGE, MUST HAVE ONE SEASON AS A NYS CAMPS AQUATICS DIRECTOR OR 2 SEASONS EXPERIENCE

CONSISTING OF 12 WEEKS OF CAMP LIFEGUARD EXPERIENCE (AT A CAMP THAT HAD MORE THAN ONE LIFEGUARD SUPERVISING) OR 18 WEEKS AS A LIFEGUARD AT A

POOL/BEACH THAT HAD MORE THAN ONE LIFEGUARD SUPERVISING. MUST BE AVAILABLE WEEKDAYS AND WEEKENDS. RESPONSIBLE FOR ASSISTING THE POOL SUPERVISOR IN OVERSEEING ALL OF THE OPERATIONS AND THE AQUATICS COMPLEX. ACTS AS THE POOL SUPERVISOR AND SUMMER CAMP AQUATICS DIRECTOR WHEN POOL SUPERVISOR IS NOT PRESENT. THIS POSITION WILL REQUIRE YOU TO ACTIVELY GUARD. MUST HAVE THE FOLLOWING VALID CERTIFICATIONS, CERTIFICATIONS MUST BE VALID UNTIL SEPTEMBER 1 OF THE YEAR/SEASON: BLS CPR, FIRST AID, LIFEGUARDING, WSI/PSI, EPI-PEN, LIFEGUARD MANAGEMENT. SEE THE CERTIFICATIONS SECTION OF THIS PAGE FOR A LIST OF ACCEPTED CERTIFICATIONS.

# RECREATION SUPERVISOR PT / HEAD LIFEGUARD

PROGRAM: VETERANS PARK AQUATICS COMPLEX

DESCRIPTION: REQUIREMENTS INCLUDE: 18+ YEARS OF AGE, MUST BE AVAILABLE WEEKDAYS AND WEEKENDS. RESPONSIBLE FOR ASSISTING THE ASSISTANT POOL SUPERVISOR(S) AND POOL SUPERVISORS IN OVERSEEING ALL THE OPERATIONS AND THE AQUATICS COMPLEX. THIS POSITION WILL REQUIRE YOU TO ACTIVELY GUARD. MUST HAVE THE FOLLOWING VALID CERTIFICATIONS, CERTIFICATIONS MUST BE VALID UNTIL SEPTEMBER 1 OF THE YEAR/SEASON: BLS CPR, FIRST AID, LIFEGUARDING, WSI/PSI, EPI-PEN, LIFEGUARD MANAGEMENT. SEE THE CERTIFICATIONS SECTION OF THIS PAGE FOR A LIST OF ACCEPTED CERTIFICATIONS.

# LIFEGUARD PT/ LIFEGUARD PT

PROGRAM: VETERANS PARK AQUATICS COMPLEX

DESCRIPTION: REQUIREMENTS INCLUDE:16+ YEARS OF AGE, WEEKDAYS AND WEEKENDS. MUST HAVE THE FOLLOWING VALID CERTIFICATIONS, CERTIFICATIONS MUST BE VALID UNTIL SEPTEMBER 1 OF THE YEAR/SEASON: BLS CPR, FIRST AID, LIFEGUARDING, EPI-PEN. THERE IS AN ADDITIONAL 50 CENTS PER HOUR PAY RAISE IF THE EMPLOYEE HAS A VALID WSI/PSI CERTIFICATION. SEE THE CERTIFICATIONS SECTION OF THIS PAGE FOR A LIST OF ACCEPTED CERTIFICATIONS. ONLY 50% OF THE LIFEGUARDS ON DUTY CAN BE 16 YEARS OF AGE AND THE OTHER 50% MUST BE OVER THE AGE OF 17).

# LIFEGUARD PT/ SWIM INSTRUCTOR AND LIFEGUARD

PROGRAM: VETERANS PARK AQUATICS COMPLEX

DESCRIPTION: REQUIREMENTS INCLUDE:16+ YEARS OF AGE. WEEKDAYS. MUST HAVE THE FOLLOWING VALID CERTIFICATIONS, CERTIFICATIONS MUST BE VALID UNTIL SEPTEMBER 1 OF THE YEAR/SEASON: BLS CPR, FIRST AID, LIFEGUARDING, EPI-PEN AND WSI/PSI. SEE THE CERTIFICATIONS SECTION OF THIS PAGE FOR A LIST OF ACCEPTED CERTIFICATIONS. ONLY 50% OF THE LIFEGUARDS ON DUTY CAN BE 16 YEARS OF AGE AND THE OTHER 50% MUST BE OVER THE AGE OF 17).

# **RECREATION ATTENDANT PT / CAMP DIRECTOR**

PROGRAM: SUMMER DAY CAMP

DESCRIPTION: REQUIREMENTS INCLUDE: 21+ YEARS OF AGE, MUST HAVE 24 WEEKS ADMINISTRATION OR SUPERVISING EXPERIENCE AT A CAMP PROGRAM, IS RESPONSIBLE FOR OVERSEEING, PLANNING, AND EXECUTING THE SUMMER DAY CAMP PROGRAM. MUST BE AVAILABLE WEEKDAYS THE ENTIRE LENGTH OF THE PROGRAM, PLUS TWO WEEKS PRIOR, PLUS ONE WEEK AFTER. REQUIRED CERTIFICATIONS INCLUDE BLS CPR, FIRST AID, EPI-PEN. THERE IS AN ADDITIONAL 50 CENTS PER HOUR PAY RAISE IF THE EMPLOYEE HAS A VALID WSI/PSI CERTIFICATION. SEE THE CERTIFICATIONS SECTION OF THIS PAGE FOR A LIST OF ACCEPTED CERTIFICATIONS.

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# RECREATION ATTENDANT PT / CAMP ASSISTANT DIRECTOR

PROGRAM: SUMMER DAY CAMP

DESCRIPTION: REQUIREMENTS INCLUDE: 21+ YEARS OF AGE, MUST HAVE 24 WEEKS ADMINISTRATION OR SUPERVISING EXPERIENCE AT A CAMP PROGRAM, IS RESPONSIBLE FOR ASSISTING THE CAMP DIRECTOR IN OVERSEEING, PLANNING, AND EXECUTING THE SUMMER DAY CAMP PROGRAM. MUST BE AVAILABLE WEEKDAYS THE ENTIRE LENGTH OF THE PROGRAM, PLUS TWO WEEKS PRIOR, PLUS ONE WEEK AFTER. REQUIRED CERTIFICATIONS INCLUDE BLS CPR, FIRST AID, EPI-PEN. THERE IS AN ADDITIONAL 50 CENTS PER HOUR PAY RAISE IF THE EMPLOYEE HAS A VALID WSI/PSI CERTIFICATION. SEE THE CERTIFICATIONS SECTION OF THIS PAGE FOR A LIST OF ACCEPTED CERTIFICATIONS.

# RECREATION ATTENDANT PT / CAMP COUNSELOR

PROGRAM: SUMMER DAY CAMP

DESCRIPTION: REQUIREMENTS INCLUDE: 18+ YEARS OF AGE, IS RESPONSIBLE FOR CARRYING OUT ASSIGNED ACTIVITIES, OVERSEEING THE YOUTH, ENSURING SAFETY. MUST BE AVAILABLE WEEKDAYS THE ENTIRE LENGTH OF THE PROGRAM, PLUS TWO WEEKS PRIOR. REQUIRED CERTIFICATIONS INCLUDE BLS CPR, FIRST AID, EPI-PEN. THERE IS AN ADDITIONAL 50 CENTS PER HOUR PAY RAISE IF THE EMPLOYEE HAS A VALID WSI/PSI CERTIFICATION. SEE THE CERTIFICATIONS SECTION OF THIS PAGE FOR A LIST OF ACCEPTED CERTIFICATIONS.

# RECREATION ATTENDANT PT / ASSISTANT CAMP COUNSELOR

PROGRAM: SUMMER DAY CAMP

DESCRIPTION: REQUIREMENTS INCLUDE: 18+ YEARS OF AGE, IS RESPONSIBLE FOR CARRYING OUT ASSIGNED ACTIVITIES, OVERSEEING THE YOUTH, ENSURING SAFETY. MUST BE AVAILABLE WEEKDAYS THE ENTIRE LENGTH OF THE PROGRAM, PLUS TWO WEEKS PRIOR. REQUIRED CERTIFICATIONS INCLUDE BLS CPR, FIRST AID, EPI-PEN. THERE IS AN ADDITIONAL 50 CENTS PER HOUR PAY RAISE IF THE EMPLOYEE HAS A VALID WSI/PSI CERTIFICATION. SEE THE CERTIFICATIONS SECTION OF THIS PAGE FOR A LIST OF ACCEPTED CERTIFICATIONS.

# **CONTINOUS APPLICATION ACCEPTED**

RECREATION ATTENDANT, PART TIME, ASSISTS AT VARIOUS RECREATION PROGRAMS, MUST BE 18 YEARS OF AGE OR OLDER, \$12.00/PER HOUR

CLERK TYPIST PART TIME – CLICK HERE FOR MORE INFORMATION (HTTP://WWW.WESTSENECA.NET/DOWNLOAD\_FILE/VIEW/6715/1017)

# REQUIRED CERTIFICATIONS / ACCEPTED CERTIFICATION LIST(S)

# **BLS CPR**

LIST OF ACCEPTED PROVIDERS AND COURSES CAN BE FOUND HERE:

HTTPS://WWW.HEALTH.NY.GOV/ENVIRONMENTAL/OUTDOORS/CAMPS/DOCS/CPR.PDF
(HTTPS://WWW.HEALTH.NY.GOV/ENVIRONMENTAL/OUTDOORS/CAMPS/DOCS/CPR.PDF)

### FIRST AID

LIST OF ACCEPTED PROVIDERS AND COURSES CAN BE FOUND HERE: (ONLY THOSE LISTED ON PAGE 1):

HTTPS://WWW.HEALTH.NY.GOV/ENVIRONMENTAL/OUTDOORS/CAMPS/DOCS/FIRSTAID.PDF (HTTPS://WWW.HEALTH.NY.GOV/ENVIRONMENTAL/OUTDOORS/CAMPS/DOCS/FIRSTAID.PDF)

# LIFEGUARDING (ONLY THOSE LISTED FOR LEVEL IIA POOL ONLY:

HTTPS://WWW.HEALTH.NY.GOV/ENVIRONMENTAL/OUTDOORS/CAMPS/DOCS/AQUACERT.PDF (HTTPS://WWW.HEALTH.NY.GOV/ENVIRONMENTAL/OUTDOORS/CAMPS/DOCS/AQUACERT.PDF)

# WSI/PSI

HTTPS://WWW.HEALTH.NY.GOV/ENVIRONMENTAL/OUTDOORS/CAMPS/DOCS/PSI.PDF (HTTPS://WWW.HEALTH.NY.GOV/ENVIRONMENTAL/OUTDOORS/CAMPS/DOCS/PSI.PDF)

## **EPI-PEN**

REQUIRED FOR ALL SUMMER EMPLOYEES (RECREATION/AQUATICS):

HTTPS://WWW.REDCROSS.ORG/TAKE-A-CLASS/PREVIEW-KITS/ANAPHYLAXISEPINEPHRINE-AUTO-INJECTOR (HTTPS://WWW.REDCROSS.ORG/TAKE-ACLASS/PREVIEW-KITS/ANAPHYLAXIS-EPINEPHRINE-AUTO-INJECTOR)

## LIFEGUARD MANAGEMENT:

REQUIRED FOR POOL SUPERVISOR & ASSISTANT POOL SUPERVISOR. RECOMMENDED FOR HEAD LIFEGUARDS LIST OF ACCEPTED PROVIDERS AND COURSES CAN BE FOUND HERE:



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On 12-23-2020 the Clerk Typist PT year round job was posted.

On 12-10-2020 the Summer 2021 Jobs were posted. These are contigent upon Summer programs running and COVID-19 related policies, numbers, information, rules, etc.

On 11-5-2020 the Youth Service Coordinator Job was posted.

On 6-1-2020 the Adult Skate, Open Public Skate, Youth Gym Youth Programs, and Youth Gym Adult Programs jobs were posted.

On 3-12-2020 the Adult Basketball, Adult Pickleball, and Adult Laps jobs were posted. All programs are contingent upon proper staffing levels.

2019 the Continous Applications Accepted For jobs were posted.

Job Postings are posted to the departments social media accounts on a regular basis. The department also sends them to various outlets throughout the year.

# Links

Home (http://www.westseneca.net/)

About West Seneca (http://www.westseneca.net/about-west-seneca)

### Departments and Services (http://www.westseneca.net/departments-and-services)

- Public Safety (http://www.westseneca.net/departments-and-services/public-safety)
- Assessor (http://www.westseneca.net/departments-and-services/assessor)
- Code Enforcement (http://www.westseneca.net/departments-and-services/public-works/building-plumbing)
- Finance Office (http://www.westseneca.net/departments-and-services/finance-office)
- Engineering Department (http://www.westseneca.net/departments-and-services/public-works/engineering-department)
- Highway Department (http://www.westseneca.net/departments-and-services/public-works/highwaydepartment)
- Senior Citizen Center (http://www.westseneca.net/residents/senior-citizen-center)
- Town Clerk / Receiver of Taxes (http://www.westseneca.net/departments-and-services/town-clerk)
- Town Attorney (http://www.westseneca.net/departments-and-services/town-attorney)

Town Court (http://www.westseneca.net/departments-and-services/town-court)

Youth and Recreation (http://www.westseneca.net/departments-and-services/youth-recreation)

Youth Engaged in Service (Y.E.S.) Program (http://www.westseneca.net/departments-and-services/youthengaged-service-yes-program)

Youth Open Gym (http://www.westseneca.net/departments-and-services/youth-recreation/youth-gym-1)

WSREC@HOME VIRTUAL RECREATION CENTER (http://www.westseneca.net/departments-andservices/youth-recreation/youth-gym-2)

Now Hiring/Open Jobs - West Seneca Youth & Recreation Department (http://www.westseneca.net/departments-and-services/youth-recreation/youth-gym-3)

Recreation Re-Direct & Reference (http://www.westseneca.net/departments-and-services/youthrecreation/youth-gym-1-2)

Services A-Z (http://www.westseneca.net/departments-and-services/services-z)

For Residents (http://www.westseneca.net/residents)

For Businesses (http://www.westseneca.net/businesses)

Government (http://www.westseneca.net/government)



(http://www.westseneca.net/)

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(/index.php?cID=396)

(http://www.westseneca.net/download\_file/view/961/1017)

(https://public.coderedweb.com/cne/en-US/BF1407564551)

(http://www.westseneca.net/about-west-seneca/contact-us)

(/departments-and-services/town-clerk/permits-licenses-records)

(http://www.westseneca.net/residents/report-problem)













f (https://www.facebook.com/TownOfWestSeneca/) (https://twitter.com/West\_Seneca) (https://www.youtube.com/channel/UCOsQmS5NEE1hmHpt4F8VLUA)

Home (http://www.westseneca.net/)

Contact Us (http://www.westseneca.net/about-west-seneca/contact-us) Sitemap (http://www.westseneca.net/sitemap)

Website Designed and Hosted by I-Evolve Technology Services (http://www.i-evolve.com/)

