

YOUTH & RECREATION JANUARY 2021

TB DATE: 2/8/2021 Report Generated: 2/1/2021	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 and the total number of days/dates remaining in the month.	
	Revenue	Notes
WSYHA Travel	\$4,317.50	WSYHA Travel Fees Dec 2020
Total	\$4,317.50	

Hiring Update:

Youth Service Coordinator PT: The Youth Service Coordinator position oversees programs, assist with seasonal planning/preparation, oversees staff, employee training, acts as the Recreation Supervisor in the event of her absence, is on call most hours, in addition to several other duties and responsibilities. The West Seneca Youth & Recreation department currently has a part-time Youth Service Coordinator job posted. The position has been posted since 11/5/2020. Between 11/5/2020 – 1/4/2021 the department received two applications. Lisa Scibetta, HR and Lauren Masset, Recreation Supervisor conducted interviews with both applicants on 1/4/2021. Both candidates had a background in recreation. The job was offered to both candidates at separate times. The candidates denied the job due to COVID-19, part-time status, number of hours and/or rate of pay. At the 1/25/2021 Town Board meeting the Town Board voted to increase the posted hourly wage from \$16.00 to \$17.00. Lisa Scibetta, HR and Lauren Masset, Recreation Supervisor contacted two applicants for an interview on 1/29/2021, one applicant did not respond, and the other applicant denied due to the part-time status. HR contacted one applicant for an interview on 2/2/2021, the applicant did not respond.

Clerk Typist PT: The department is seeking to hire two part-time clerk typists due to two retirements. The starting wage for a clerk typist is \$12.50 per hour. Lisa Scibetta, HR and Lauren Masset, Recreation Supervisor scheduled interviews for five applicants on 1/11/2021, two applicants interviewed, and three applicants were a no call, no show. The two applicants who interviewed for the job, declined the offer due to the part-time status. HR reached out to six candidates to schedule an interview for 1/27/2021, 1 applicant denied due to the pay-rate/part-time status, four applicants did not respond, two applicants were scheduled for an interview of which one of a no call, no show and the other is on the Town Board agenda to be appointed on 2/8/2021. The department is still in need of one more Clerk Typist PT.

The department office will not be able to resume our regular hours of operation until at least two of the three above positions are filled.

Summer Jobs:

The department currently has all summer jobs posted.

- Pool Supervisor
- Assistant Pool Supervisor
- Head Lifeguard
- Lifeguard
- Lifeguard / Swim Instructor
- Camp Director
- Camp Assistant Director
- Camp Counselor
- Assistant Camp Counselor

Furthermore, all recreation programs are contingent upon proper staffing levels and filling the current job openings.

West Seneca Youth & Recreation

-- Navigate Site--

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News: February 2021 Newsletter

Date Published

1/22/2021 12:00:00 AM

Author

Lauren J. Masset

February 2021 Newsletter

- Reminder the West Seneca Youth & Recreation department will be closed on Presidents Day (2/15/21).
- Check out our Winter Wellness Challenge - Keep your mind and body active this winter with the West Seneca Youth & Recreation Winter Wellness Challenge! This challenge can be done weekly or daily, by yourself or with family and friends! Please share your experiences with us by posting photos on social media and using the #WSREC. More information can be found by clicking [here](#).
- The West Seneca Youth & Recreation Office is open by appointment only. Please email Lauren J. Masset, Recreation Supervisor at lmasset@wvny.org or call 716-674-6086 (leave your name, phone number and reason for the appointment and we will follow up with you). Appointments will be scheduled Monday - Friday during our regular hours of operation when times are available. The department resuming its regular hours of operation is contingent upon staffing levels. We are now hiring CLERK TYPIST PT. More information can be found by clicking [here](#).
- Open Public Skate, Adult Skate and Over 30 - As of 1-15-2021 NYSDOH/ECDOH is not currently allowing programs such as Adult Skate and Open Public Skate. Hockey is only permitted to practice. Games and scrimmages are not allowed (this includes both organized leagues and pick up). Adult Skate, Open Skate and Over 30 ends annually in late March. If/When NYS allows these programs the department will not have enough time between the date the programs are allowed again, to complete the hiring, on boarding, orientation, and training process to run a season. Therefore, Adult Skate, Open Public Skate and Over 30 Hockey have been cancelled for the 2021 season as of 1-15-2021.
- Summer Day Camp, Swim Lessons, Open Public Swim and Adult Swim - We are reviewing the current NYS COVID-19 guidelines for these programs and facilities. We are putting together plans for each program based off the 2020 COVID-19 guidelines and NYSDOH/ECDOH regulations. A decision regarding these programs and facilities will be released in the near future. These programs and facilities opening/running will be contingent upon the following factors (a) staffing levels, currently the department does not have enough staff to run programs, if you are interested in applying, please visit our employment information page(b) NYS Summer Camps COVID-19 Guidelines and NYS Public Pool COVID-19 Guidelines (c) Any other factors related to COVID-19. We hope to release more information regarding these programs in mid to late February.



• CCL Youth Gym Programs have been suspended due to COVID-19 and low staffing levels. Programs re-starting is contingent upon proper staffing levels. We are still collecting employment applications for these programs. Please click [here](#) for more information regarding open jobs.

• The department launched a Virtual Recreation Center! This is your place to find active, fun, recreation resources through these unprecedented times. We are committed to ensuring that our community has resources to maintain healthy lives, foster relationships, and continue to create memorable experiences. During these challenging times, our Virtual Recreation Center will help bring ideas to keep you and your loved ones healthy and entertained. This concept is taking the place of our WSREC@HOME. Link: https://westsenecarecreation.com/activities/program_details.aspx?ProgramID=29942

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

• Resident ID Cards are no longer valid regardless of the expiration date. You now need a Membership Card please click [here](#) for more information.

• West Seneca Youth & Recreation is pairing with the friends of the Burchfield Nature and Art Center to bring you the "Discover West Seneca Series" this is a collection of scavenger hunts that take place around town. Check out our website for more information.

• West Seneca Youth & Recreation is pairing with the friends of the Burchfield Nature and Art Center to bring you "Craft Kits" Craft Kits are free, one per youth, while supplies last. Craft Kits can be picked up outside our office window when the CCL is open.

• Check out the Town of West Seneca Parks Tour and Activity Book. The book includes details on each town park, with activities that each household can participate in while practicing social distancing from others. Activities list adaptive suggestions (as needed). When the book is completed, there is a certificate parents can fill in and give their children. The book includes the NYSDOH "Guidance on How to Protect Yourself and Your Family from COVID-19 When Enjoying the Outdoors" memo stated March 18, 2020. LINK http://www.westsenecarecreation.com/application/files/9515/8558/9434/2020_Town_of_West_Seneca_Parks_Tour_Activity_Book_2020.pdf

• The department resuming its regular office hours of operation (and offering extended hours), resuming its program schedule and offering future programs is contingent upon staffing levels. We are Now Hiring:

- For Summer 2021 Recreation Programs and Lifeguards. We cannot run camp program or open the aquatics center without qualified staff. For more information on open jobs, please visit our website.
- Youth Services Coordinator Part-Time (Year-Round) \$16.00/hour. please visit our website for more information.
- Clerk Typist Part-Time (Year-Round) \$12.50/hour. Please visit our website for more information. We cannot open our office with a clerk-typist.

Now Hiring Link: <http://www.westseneca.net/departments-and-services/youth-recreation/youth-gym-3#&sc.tab=0>

APPLY TODAY! offering & Running safe & successful Recreation programs is dependent upon OUR STAFF / STAFFING LEVELS!

This document does not contain all department information. Please visit our website (www.westsenecarecreation.com) for more information.

[Return to News](#)

Contact Us

West Seneca Youth & Recreation
Office Location: 1300 Union Road
Mailing Address: 1250 Union Road
West Seneca, NY 14224

- USPS - Mail to Lauren J. Masset, Recreation Supervisor, 1250 Union Road, West Seneca, NY, 1427
- Email - Email to Lauren J. Masset, Recreation Supervisor, lmasset@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

YOUTH SERVICE COORDINATOR / ASSISTANT DIRECTOR / PART-TIME / \$17.00 PER HOUR. CLICK HERE FOR MORE INFORMATION REGARDING THIS JOB.
([HTTP://WWW.WESTSENECA.NET/DOWNLOAD_FILE/VIEW/6985/1017](http://www.westseneca.net/download_file/view/6985/1017))

CLERK TYPIST PART / PART-TIME / \$12.50 PER HOUR / CLICK HERE FOR MORE INFORMATION REGARDING THIS JOB.
([HTTP://WWW.WESTSENECA.NET/APPLICATION/FILES/7516/0615/6079/4D_-_CLERK_TYPIST_11.18.2020.PDF](http://www.westseneca.net/application/files/7516/0615/6079/4D_-_CLERK_TYPIST_11.18.2020.PDF))

FALL/WINTER/SPRING PROGRAM JOBS PAY RATES FOR FALL 2020 - SPRING 2021 JOBS START AT \$12.00 HOUR - \$14.75 PER HOUR (BASED ON YEARS OF SERVICE, LEADERSHIP LEVEL, CERTIFICATIONS, ETC).

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.

PLEASE NOTE: Town & County Tax Bills have been mailed. Due to COVID-19, social distancing and reduced staff, we encourage residents to pay by check. Check payments may be made by mail, by drop box - which has been placed in the lower vestibule of Town Hall (inside the first set of doors), or online 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 [here](http://www.westseneca.net/jobs#psc.tab=0) 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)

Submit your application via:
Please include your valid certifications with your application.

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>)



TOWN OF
WEST SENECA
PROUD PAST - UNDAUNED FUTURE

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

Read search tips [here](#) ([search/searchtips](#))

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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 PAY RATES FOR SUMMER 2021 JOBS START AT \$13.00 HOUR - \$16.00 PER HOUR (BASED ON YEARS OF SERVICE, LEADERSHIP LEVEL, CERTIFICATIONS, ETC).

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, 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 WS/PSI CERTIFICATION. SEE THE CERTIFICATIONS SECTION OF THIS PAGE FOR A LIST OF ACCEPTED CERTIFICATIONS.

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 WS/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 WS/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 WS/PSI CERTIFICATION. SEE THE CERTIFICATIONS SECTION OF THIS PAGE FOR A LIST OF ACCEPTED CERTIFICATIONS.

CONTINUOUS APPLICATION ACCEPTED

RECREATION ATTENDANT, PART TIME, ASSISTS AT VARIOUS RECREATION PROGRAMS, MUST BE 18 YEARS OF AGE OR OLDER, \$12.50/PER HOUR

CLERK TYPIST PART TIME - CLICK HERE FOR MORE INFORMATION
([HTTP://WWW.WESTSENECA.NET/DOWNLOAD_FILE/VIEW/6715/1017](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)
([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)
([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)
([HTTPS://WWW.HEALTH.NY.GOV/ENVIRONMENTAL/OUTDOORS/CAMPS/DOCS/AQUACERT.PDF](https://www.health.ny.gov/environmental/outdoors/camps/docs/aquacert.pdf))

WS/PSI

[HTTPS://WWW.HEALTH.NY.GOV/ENVIRONMENTAL/OUTDOORS/CAMPS/DOCS/PSI.PDF](https://www.health.ny.gov/environmental/outdoors/camps/docs/psi.pdf)
([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/ANAPHYLAXIS-EPINEPHRINE-AUTO-INJECTOR](https://www.redcross.org/take-a-class/preview-kits/anaphylaxis-epinephrine-auto-injector) ([HTTPS://WWW.REDCROSS.ORG/TAKE-A-CLASS/PREVIEW-KITS/ANAPHYLAXIS-EPINEPHRINE-AUTO-INJECTOR](https://www.redcross.org/take-a-class/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:

[HTTPS://WWW.HEALTH.NY.GOV/ENVIRONMENTAL/OUTDOORS/CAMPS/DOCS/CAD.PDF](https://www.health.ny.gov/environmental/outdoors/camps/docs/cad.pdf)
([HTTPS://WWW.HEALTH.NY.GOV/ENVIRONMENTAL/OUTDOORS/CAMPS/DOCS/CAD.PDF](https://www.health.ny.gov/environmental/outdoors/camps/docs/cad.pdf))

FILLED/NOT CURRENTLY ACCEPTING RESUMES

NONE

On 12-23-2020 the Clerk Typist PT year-round job was posted. On 1/11/2021 interviews were held for 5 candidates, 3 were a no call/no show, 2 denied the job. HR reached out to 6 candidates for interviews on 1/27/2021 (1 denied interview due to rate of pay/PT status, 3 did not respond to the interview request, 2 interviews were scheduled). On 1/27/2021 there were 2 interviews scheduled, 1 candidate interviewed, and is on the TB agenda for 2/8/2021, 1 candidate was a no call/no show). The department needs to fill two Clerk Typist PT slots. the 1/27/21 appointment fills 1 slot.

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

On 11-5-2020 the Youth Service Coordinator Job was posted. Interviews were held for two candidates on 1-4-2021. Total candidates applied: 2. Both applicants denied the job.

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.

In 2019 the Continuous 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>)

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