

March 2021 Newsletter

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Author: Lauren J. Masset

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- Reminder the West Seneca Youth & Recreation department will be closed on Good Friday (4/2/2021).
- Summer Day Camp, Swim Lessons and Aquatics Schedule - The West Seneca Town Board approved these programs for 2021. [Summer Day Camp](#) registration begins 3/1/2021 and Swim Lesson Levels and [Little Swimmers](#) registration is now open. These programs and facilities opening/running will be contingent upon the following factors (a) staffing levels. 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. Walk-In Program Registration is by APPOINTMENT ONLY due to low staffing. Appointments will take place Monday - Friday between 9:30 AM - 11:30 AM and on Tuesday and Wednesday between 2:30 - 4:30 PM. Please call 674-6086 to set up an appointment. Please see each programs, program page for more information.
- 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 office is open under a limited schedule. Currently, Membership Cards and Summer Program Registration (Swim Lessons or Summer Day Camp) is by appointment only. Please email Lauren J. Masset, Recreation Supervisor at lmasset@twсны.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 for walk in membership cards and program registration is contingent upon staffing levels. We are now hiring CLERK TYPIST PT. More information can be found by visiting our website.
- Open Public Skate, Adult Skate and Over 30 - As of 1-15-2021 [NYSDOH/ECDOH](#) was not 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.
- 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 see our website 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://westsenecany.myrec.com/info/activities/program_details.aspx?ProgramID=29842
- 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 visit our website 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.westseneca.net/application/files/9515/8558/9434/2020_Town_of_West_Seneca_Parks_Tour_Activity_Book__2.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 Service Coordinator Part-Time \(Year-Round\)](#), \$17.00/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.

Continues Application Accepted For:**Recreation Attendant, Part-Time**

various positions such as but not limited to ice rink guard (16+), youth gym attendant (18+), camp staff (18+), certified aquatics staff (16+). We need Rec Attendants PT for 2021 programs (Adult skate, Open skate, Pickleball, Basketball, Open Gym, and More)!

Clerk, Part-Time:

Requirements include being proficient in Microsoft Excel, Word, and Outlook.

Send completed application along with a current resume to The Town of West Seneca, Recreation Department, 1250 Union Road, West Seneca, NY 14224

Now Hiring Link: <http://www.westseneca.net/departments-and-services/youth-recreation/youth-gym-3#gsc.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.

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3/1/2021

Bank Deposits & Rec Office Transactions						
Deposit Date	Cash Total	Check Total	Cash & Check Total	Total Deposit Amount (Cash, Chk, CC)		
2/26/2021	\$ -	\$ 12,760.00	\$ 12,760.00	\$ 12,760.00		
			\$ -	\$ -		
			\$ -	\$ -		
Deposit Total	\$ -	\$ 12,760.00	\$ 12,760.00	\$ 12,760.00		
Bounced						
Total:	\$ -	\$ 12,760.00	\$ 12,760.00	\$ 12,760.00		
Highway Total						
Rec Total						N/A This Mo.

Online Transactions (Settled Batches)	
Settled Date	Settled Total
2/25/2021	\$ 750.00
2/26/2021	\$ 150.00
2/27/2021	\$ 100.00
2/28/2021	\$ 50.00
Total	\$ 1,050.00

Total Disbursement Summary / Revenue (Cash + Check + Credit Cards)	
Aquatics	\$ 1,050.00
WSYHA Travel	\$ 12,760.00
Membership Cards	\$ -
Total	\$ 13,810.00

Total Registrations				
Program	Resident	Non-Resident	Undefined	Total
Summer Interviews			12	12
Swim Lessons	20			20
Membership Cards	6			6
Total	26	0	12	38

Camp (7) Aquatics (3) Cancel (2)



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

[Jobs](http://www.westseneca.net/jobs) (<http://www.westseneca.net/jobs>) [Board Meetings](http://www.westseneca.net/news-and-events/town-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/about-west-seneca/contact-us>)



TOWN OF
WEST SENECA
"PROUD PAST - UNLIMITED FUTURE"

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

[Read search tips here \(/search/search-tips\)](/search/search-tips)

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#gsc.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).
(http://www.westseneca.net/download_file/view/6811/1017)

Submit your application via:

Please include your valid certifications with your application.

- USPS - Mail to Lauren J. Masset, Recreation Supervisor, 1250 Union Road, West Seneca, NY, 14224.
- 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.

3/11/2021

SIGN UP FOR AN INTERVIEW FOR SUMMER 2021 Employment:

https://westsenecany.myrec.com/info/activities/program_details.aspx?ProgramID=29853

[\(https://westsenecany.myrec.com/info/activities/program_details.aspx?ProgramID=29853\)](https://westsenecany.myrec.com/info/activities/program_details.aspx?ProgramID=29853)

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.

[\(HTTP://WWW.WESTSENECA.NET/APPLICATION/FILES/7516/0615/6079/JD_-_CLERK_TYPIST_11.18.2020.PDF\)](http://www.westseneca.net/application/files/7516/0615/6079/JD_-_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.

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, 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.

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.

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))



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). HR emailed 1 applicant for an interview date of 2/11/2021, the applicant denied due to the hours. HR contacted an applicant on 2/16/2021, the applicant denied due to hours and hourly wage. The Town Board approved the 1 applicant on 2/8/2021. The department needs to fill one Clerk Typist PT slot in order for the office to re-open under its regular hours of operation.

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. The Town Board approved to increase the position from \$16 to \$17/hour. During the month of February 2020 4 applicants were contacted and/or interviewed for the job, 2 applicants denied the job, 2 applicants did not respond.

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.