



TOWN OF WEST SENECA

LAUREN J. MASSET
RECREATION SUPERVISOR

TOWN SUPERVISOR
GARY DICKSON
TOWN COUNCIL
WILLIAM HANLEY
WILLIAM BAUER
JOSEPH CANTAFIO
JEFFREY PIEKAREC

TO: Honorable Town Board / Town of West Seneca

FROM: Lauren J. Masset
Recreation Supervisor

DATE: March 23, 2021

RE: Summer Employee Bonus

The department is having a challenging time hiring for both year-round and seasonal positions. Recreation programs and facilities are contingent upon proper staffing levels and filling these positions is required to open and operate our facilities and programs. The departments' goal is to have all Summer 2021 positions filled and appointed by the May 17, 2021 Town Board meeting.

There has been discussion between Town Board members regarding the possibility of offering reimbursement towards certifications and/or offering a bonus. I am asking the Town Board to discuss the possibility of offering a bonus to Summer 2021 employees who meet the following criteria at the end of the season.

1. Employee must have obtained all required certifications, on their own, by June 10, 2021. All required certifications must be valid until September 1, 2021.
2. The employee must have worked the entire length of the season (opening date – closing date).
3. The employee must have attended all mandatory orientations, trainings, in-services, meetings, etc. during the regular season and pre/post season.
4. The employee must show up for all their shifts (entire length of shift) or find shift coverage for the shifts they are unable to attend. This is for all request off types. If the department must find the coverage or there is no coverage the employee does not qualify for the bonus.
5. The employee must have had no disciplinary action for the entire season. This includes but is not limited to verbal, written, final or an investigation.

If the employee is fully certified and has presented certification by June 10, 2021 and accepted employment as approved by the Town Board, and the Town is unable to run the summer program, the employee will receive 25% of the bonus for the program they were hired for.



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If the employee is fully certified and has presented certification by June 10, 2021 and accepted employment as approved by the Town Board, and the Town is forced to shut down the summer program after it has already started, the employee will receive (a) the bonus at a pro-rated amount based on how many weeks the program has already run for or (b) 50% of the bonus for the program they were hired for. The employee will be issued the lesser amount.

The bonus would be submitted to the finance department on or around September 1, 2021 to issue to Summer 2021 employees. The attached "End of Season Qualification Form" would be used. Employees would be required to sign the "Onboarding Employee Acknowledgement of Summer Bonus Requirements" during the on boarding process.

We are hoping to hire 35-40 Aquatics Staff and 27-30 Summer Day Camp Staff. This number does not include any additional personnel that may be needed due to COVID-19 restrictions/policies.

Offering a bonus over a certification reimbursement will still offset the cost of a certification course and would hopefully allow us to find qualified staff, avoid employees requesting off/no call, no show for their shift causing the program to close/cancel last minute and ensure all employees follow the policies set forth by the Town.

There is no guarantee that by offering a reimbursement or bonus that the Town will find enough applicants to run our Summer programs. Further, if we do hire enough staff, this does not guarantee a staffing shortage caused by COVID-19 and/or a closure/shut down or for any reason related or not related to COVID-19. If an employee is placed in quarantine, they must follow the Town of West Seneca COVID-19 Quarantine Policy. This will not affect their bonus.

I am asking the Town Board to discuss:

1. If offering this bonus to attract qualified applicants is acceptable.
2. Decide on a bonus amount (\$100 - \$250). Please note this is not included in the 2021 Budget.
3. Decide if this will be offered to both Summer Day Camp Staff and Aquatics Staff or only one group.
4. Discuss if year-round part-time employees will be offered any incentive (for positions that require and do not require certifications).

Summer Employee Bonus

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5. The employee must have had no disciplinary action for the entire season. This includes but is not limited to verbal, written, final or an investigation.

If the employee is fully certified and has presented certification by June 10, 2021 and accepted employment as approved by the Town Board, and the Town is unable to run the summer program, the employee will receive 25% of the bonus for the program they were hired for.

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The bonus would be submitted to the finance department on or around September 1, 2021 to issue to Summer 2021 employees. The attached "End of Season Qualification Form" would be used. Employees would be required to sign the "Onboarding Employee Acknowledgement of Summer Bonus Requirements" during the on boarding process.

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Onboarding Employee Acknowledgement of Summer Bonus Requirements

I understand that I will qualify for the Summer 2021 Bonus if and only if:

1. I obtain all required certifications, by June 10, 2021 and have them on file with the West Seneca Youth & Recreation Office **AND** All of my certifications must be valid through September 1, 2021.
2. I understand that I must work the entire length of the season (opening date - closing date).
3. I understand that I must attend all mandatory orientations, trainings, in-services, meetings, etc. during the regular season and pre/post season.
4. I attend all my shifts that I am scheduled for OR I find shift coverage for the shifts I am unable to attend. This is for all request off types. If the department has to find my coverage or there is no coverage the I do not qualify for the bonus.
5. I must have no disciplinary action for the entire season. This includes but is not limited to verbal, written, final or an investigation.
6. I understand that if the program shuts down for any reason including but not limited to COVID-19 my bonus amount may be affected and could be issued at a lesser amount and/or not issued at all.
7. The bonus amount is: \$ _____

West Seneca Youth & Recreation will submit the bonus requests on or around September 1, 2021 to issue the bonus to qualifying Summer 2021 employees.

Print Name (First, Last)	
Signature	
Date	

End of Season Qualification Form

Employee Name	
Position	
Season	
Any other information	

1. Did the employee have all of their required certifications for their employment valid and on file between June 10 – September 1, 2021?

Circle: YES NO

Notes:

2. Did the employee work the entire season (opening date – closing date)? If the employees employment ended early mark NO.

Circle: YES NO

Notes:

3. Did the employee attend all mandatory orientations, trainings, in-services, meetings, etc. during the regular season and pre/post season?

Circle: YES NO

Notes:

4. Did the employee show up for all their shifts and/or find shift coverage for those they could not/did not attend?

Circle: YES NO

Notes:

5. Did the employee have any disciplinary action (verbal, written, final, other) this season and/or were they a member of an investigation?

Circle: YES NO

Notes:

If the answers were as follows Q1 YES, Q2 YES, Q3 Yes, Q4 Yes and Q5 NO the employee qualifies for the Summer Bonus. If yes, this form will be submitted to the Finance Department for issuance on or around September 1, 2021.

Did this employee qualify for the Summer Bonus? Is the bonus being issued at 100%, 50%, 25% or less and why?

Circle: YES NO 100% 50% 25% OTHER: _____

Notes:

Print Name	Lauren J. Masset, Recreation Supervisor
Signature	
Date	

Information for the Finance Department:

Budget Line:

Bonus Amount:

2021 Summer Pay Rates

Title	Type	2019 Hourly Rate	Total Who Worked in 2019	2020 Rate	2021 Rate
Pool Supervisor	Aquatics	\$14.50	1	Return (\$15.00) New (\$14.50)	Return (\$15.50) New (\$15.00)
Camp Director	Recreation	\$13.00- \$14.00	2	Return (\$15.00) New (\$14.50)	Return (\$15.50) New (\$15.00)
Asst Pool Supervisor	Aquatics	\$14.00	2	Return (\$14.50) New (\$14.00)	Return (\$15.00) New (\$14.50)
Asst. Camp Director	Recreation	\$13.00 - \$14.00	1	Return (\$14.50) New (\$14.00)	Return (\$15.00) New (\$14.50)
Head Lifeguard	Aquatics	\$13.25	5	Return (\$13.50) New (\$13.25)	Return (\$14.00) New (\$13.75)
Lifeguard	Aquatics	\$12.00 - \$12.50	24	Return (\$13.00) New (\$12.50)	Return (\$13.50) New (\$13.00)
Camp Staff	Recreation	\$12.00 - \$12.50	22	Return (\$13.00) New (\$12.50)	Return (\$13.50) New (\$13.00)
Bus Driver	Recreation	\$15.50	2	Return (\$16.00) New (\$15.50)	
WSI Cert	Both		6	.50 Cent Pay Raise	

Current Year-Round Employee Pay Rates:

Clerk Typist PT: \$12.50 (The department currently has two part-time Clerk Typists and needs to hire one more.)

Recreation Attendant PT: \$13.50. (The department currently has one part-time Recreation Attendant.)

Youth Service Coordinator PT: \$17.00 (The department current needs to fill this position.)

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 - UNLIMITED FUTURE"

[\(http://www.westseneca.net/\)](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)

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@twsnny.org
- In Person - At the Recreation Office located at 1300 Union Road, West Seneca, NY, 14224 during our regular hours of operation.

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)

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

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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

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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))

WSI/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). 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. On 2/26/2021 LM/HR offered the job to one applicant, the applicant never responded to the offer. 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.

Links

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- o Town Court (<http://www.westseneca.net/departments-and-services/town-court>)
- o **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/youth-engaged-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-and-services/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/youth-recreation/youth-gym-1-2>)
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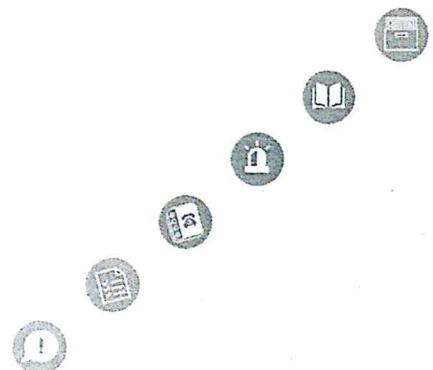
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