



TOWN OF WEST SENECA

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

LAUREN J. MASSET
 RECREATION SUPERVISOR

TO: Honorable Town Board / Town of West Seneca
FROM: Lauren J. Masset
 Recreation Supervisor
DATE: April 13, 2021
RE: Summer Employment 2021 - Update

WHERE WE ARE:

As of 4/13/2021	Interviewed or Are Signed Up to Interview *None of the applicants have been secured, they could have taken other jobs and/or no longer be interested since we spoke with them last. They could also back out last minute (this happens a few times each year). Furthermore, no applicants have their certifications in full.	Estimated Amount Needed *Does not include additional staff needed, for additional regulations caused by COVID-19. These numbers are also subject to change based on enrollment rates for Swim Lessons and Summer Day Camp.
Pool Supervisor	0	1
Asst. Pool Supervisor	0	3
Head Lifeguard	1	5-6
Lifeguard WSI/PSI	1	5-7
Lifeguard	22	25-30
Camp Director	1	1
Asst. Camp Director	1	1
Camp Staff OTHER	10	12-18 (Number is unknown until registration closes).

The department also needs to hire one part-time Clerk Typist for the Monday, Thursday, and Friday shift from 1:00 – 5:00 PM. Please see the agenda item regarding this.

The department cannot open the office under its regular hours of operation, open the Veterans Park Large Pool and/or run programs without filling these positions.

We need to make the Summer 2021 hires no later than the May 17, 2021 Town Board meeting. The agenda item is due to the Town Clerks office on May 13, 2021 at 10:00 AM. Interviews would need to be completed by May 10, 2021. All hires must be done by May 17, 2021. Trainings and set up begin in June.



TOWN OF WEST SENECA

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

LAUREN J. MASSET
RECREATION SUPERVISOR

SUMMER 2021 RECRUITMENT EFFORTS:

PREVIOUS EMPLOYEES WERE ASKED TO APPLY BY 4/1/2021 (68 TOTAL ON LIST) (BEFORE BONUS):

Emailed (9x)	Called (6x)
Feb: 3,22,16 March: 3, 10, 15, 19, 23, 29	March 5, 9, 12, 18, 22, 29

ANY PERSON WHO INTERVIEWED OR SIGNED UP TO RETURN (AFTER THE BONUS WAS APPROVED ON 4/5/2021)

If they have a valid email address on file, they were contacted on April 6, 2021 with the bonus REQUIREMENTS and asking that they tell their friends/family/etc.

ANY PERSON WHO APPLIED (BEFORE BONUS):

They were contacted 4x via email. We now contact them immediately after receiving the application so they can sign up for an interview date/time.

Any person who applied (NEW, not returning employee) was contacted via email on Feb 16, 22 and March 10, 15. If the applicant applied after a listed date, they were only contacted on the dates listed after they applied.

ANY PERSON WHO APPLIED (AFTER BONUS WAS APPROVED ON 4/5/21)

If an application for employment is received the person is contacted immediately to sign up for an interview date/time. However, applications are no longer required to sign up for an interview. Any person interested in employment can sign up for an interview date/time online and bring the application to the interview with them.

SOCIAL MEDIA 47X (BEFORE BONUS)

December 2020: 24, 28, 30, 31

January 2021: 4, 7, 8, 11, 12, 13, 15, 19, 20, 21, 25, 26, 27

February 2021: 1,2,3,4,5,7,8,9,10,11,12,16,17,18,19,22,25

March 2021: 1,3,8,9,10,11,15,16, 18, 19, 22, 29,30

SOCIAL MEDIA (AFTER BONUS WAS APPROVED ON 4/5/21)

APRIL 2021: 5, 6, 7, 8, 9, 12, 13, 14

West Seneca Youth & Recreation
Mailing Address: 1250 Union Rd, West Seneca, NY 14224
Office Address: 1300 Union Rd, West Seneca, NY 14224
Telephone Number: 716-674-6086

Email: lmasset@twсны.org
Website: www.westseneca.net
Facebook: West Seneca Youth & Recreation
Twitter: WS_REC



TOWN OF WEST SENECA

LAUREN J. MASSET
RECREATION SUPERVISOR

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

OPEN JOBS DISTRIBUTION LIST (BEFORE BONUS)

Over 120+ groups, organizations, schools, colleges, churches, girl scouts, boy scouts, media outlets, etc.

January 2021: 5, 21

February 2021: 22

March: 3, 31

OPEN JOBS DISTRIBUTION LIST (AFTER BONUS WAS APPROVED ON 4/5/2021)

Over 120+ groups, organizations, schools, colleges, churches, girl scouts, boy scouts, media outlets, etc.

April 2021: 6

WS SUN / WS BEE (BEFORE AND AFTER BONUS)

Ran the jobs in previous editions.

OTHER:

The jobs are posted on both westseneca.net and westsenecarecreation.com.

CCL Corridor had a bright yellow sandwich board and a bright yellow poster with the open jobs. The signs were replaced on April 6, 2021 (see below).

On April 6, 2021, the department added two signs in the CCL Hallway and Gym Window re: Employment printed by Code Enforcement. The signs advertise open jobs, the bonus and include a photo. These replaced the bright yellow signs.

WSCSD and WSREC canvased previous employees and new applicants regarding their interest in a lifeguard certification and recertification course. The canvas was also posted on social media. The social media post had 10 shares, 86 engagements, 2 likes and reached 1,641 people. WSCSD informed us they received 13 responses for interest in a re-certification, only 8 were interested in working for the town. WSCSD informed us they received 7 responses in interest for a new certification and only 2 expressed interest in working for the town.

The Town of West Seneca passed the Summer 2021 Employee bonus on April 5, 2021. The department received three applications for camp. 1 applicant scheduled an interview for April 9, 2021 and was a no call, no show. The other two applicants are scheduled for our next set of interviews. These two are included in the counts above.

West Seneca Youth & Recreation
Mailing Address: 1250 Union Rd, West Seneca, NY 14224
Office Address: 1300 Union Rd, West Seneca, NY 14224
Telephone Number: 716-674-6086

Email: lmasset@twсны.org
Website: www.westseneca.net
Facebook: West Seneca Youth & Recreation
Twitter: WS_REC



TOWN OF WEST SENECA

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

LAUREN J. MASSET
RECREATION SUPERVISOR

PAY RATES

Title	2021 Rate	Bonus Amount
Pool Supervisor	Return (\$15.50) New (\$15.00)	\$150
Camp Director	Return (\$15.50) New (\$15.00)	\$150
Asst Pool Supervisor	Return (\$15.00) New (\$14.50)	\$150
Asst. Camp Director	Return (\$15.00) New (\$14.50)	\$150
Head Lifeguard	Return (\$14.00) New (\$13.75)	\$150
Lifeguard (See below for WSI LG)	Return (\$13.50) New (\$13.00)	\$100
Camp Staff	Return (\$13.50) New (\$13.00)	\$100
Bus Driver	N/A for 2021, no off-site trips.	N/A
WSI Cert	Additional 50 cents per hour pay-raise for any employee who obtains this certification whose position does not require it.	See above