

Bank Deposits & Rec Office Transactions										
Deposit Date	Cash Total	Check Total	Cash & Check Total	Total Deposit Amount (Cash, Chk)	Membership Cards	Field Rental	WCSO Ice Fees 2020-21	WSYHA Travel Monthly Fee	Summer Day Camp	
4/16/2021	\$ 100.00	\$ -	\$ 100.00	\$ 100.00				\$	100.00	
4/27/2021	\$ 10.00	\$ -	\$ 10.00	\$ 10.00	10.00					
4/30/2021	\$ 10.00	\$ 2,196.00	\$ 2,206.00	\$ 2,206.00	10.00				2,196.00	
4/31/2021	\$ -	\$ 29,175.00	\$ 29,175.00				\$ 11,630.00	\$ 17,545.00		
<b>Deposit Total</b>	<b>\$ 120.00</b>	<b>\$ 31,371.00</b>	<b>\$ 31,491.00</b>	<b>\$ 2,316.00</b>	<b>20.00</b>		<b>\$ 11,630.00</b>	<b>\$ 17,545.00</b>	<b>\$ 2,296.00</b>	
Bounced										
<b>Total:</b>	<b>\$ 120.00</b>	<b>\$ 31,371.00</b>	<b>\$ 31,491.00</b>	<b>\$ 2,316.00</b>	<b>20.00</b>		<b>\$ 11,630.00</b>	<b>\$ 17,545.00</b>	<b>\$ 2,296.00</b>	<b>\$ 31,491.00</b>
Highway Total										
Rec Total										N/A
										This Mo.

Online Transactions (Settled Batches)										
Settled Date	Settled Total	Settled Date	Settled Total	Settled Date	Settled Total	Settled Date	Settled Total	Credit Card Total		
4/2/2021	\$ 50.00	4/9/2021	\$ 150.00	4/16/2021	\$ 888.00	4/28/2021	\$ 120.00			
4/6/2021	\$ 40.00	4/11/2021	\$ 50.00	4/17/2021	\$ 100.00	4/30/2021	\$ 50.00			
4/7/2021	\$ 150.00	4/12/2021	\$ 468.00	4/24/2021	\$ 200.00					
4/8/2021	\$ 50.00	4/13/2021	\$ 100.00	4/25/2021	\$ 260.00					
<b>Total</b>	<b>\$ 290.00</b>		<b>\$ 768.00</b>		<b>1,448.00</b>		<b>\$ 170.00</b>	<b>\$ 2,676.00</b>		
<b>Total Disbursement Summary / Revenue (Cash + Check + Credit Cards)</b>										
Aquatics	\$ 700.00									
Summer Day Camp	\$ 4,212.00									
WSYHA Travel	\$ 11,630.00									
WCSO Ice Fees	\$ 17,545.00									
Membership Cards	\$ 80.00									
<b>Total</b>	<b>\$ 34,167.00</b>									

Total Registrations				
Program	Resident	Non-Resident	Undefined	Total
Summer Interviews			19	
Swim Lessons	14			
Membership Cards	12			
Summer Day Camp	22			
<b>Total</b>	<b>48</b>	<b>0</b>	<b>19</b>	<b>67</b>

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## News: May 2021 Newsletter

Date Published

4/21/2021 12:00:00 AM

Author

Lauren J. Masset

- Reminder West Seneca Youth & Recreation will be **closed** on Memorial Day (5/31/2021).
- **Summer Day Camp and Swim Lessons** registration is currently taking place. Please visit our PROGRAMS page for more information. Link: <https://westsenecany.myrec.com/info/activities/default.aspx?type=activities>.
- The department office is open during its regular hours of operation Monday – Friday from 9:30 – 11:30 AM and 2:30 - 4:30 PM. Please call 716-674-6086 before you come to ensure we are not closed due to low staffing.
- Launching May 1, check out our **Bird Watching for Kids** and **Bird Watching Scavenger Hunt** activities. Link: [https://westsenecany.myrec.com/documents/may\\_birding\\_scvenger\\_hunt.pdf](https://westsenecany.myrec.com/documents/may_birding_scvenger_hunt.pdf)
- **Thank-you** to everyone who participated in our **Winter Wellness Challenge** and our **Earth Day 2021 activity!** Link: [https://westsenecany.myrec.com/info/activities/program\\_details.aspx?ProgramID=29848](https://westsenecany.myrec.com/info/activities/program_details.aspx?ProgramID=29848) and [https://westsenecany.myrec.com/info/activities/program\\_details.aspx?ProgramID=29854](https://westsenecany.myrec.com/info/activities/program_details.aspx?ProgramID=29854)
- 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](https://westsenecany.myrec.com/info/activities/program_details.aspx?ProgramID=29842)
- **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.
- 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](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 with no appointment needed for program registration or membership card issuance (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 or to schedule an interview for summer employment, please visit our website. Link: [https://westsenecany.myrec.com/info/activities/program\\_details.aspx?ProgramID=29853](https://westsenecany.myrec.com/info/activities/program_details.aspx?ProgramID=29853)

**Summer 2021 positions now offer \$14-\$16.00 per hour PLUS up to a \$500 BONUS!**

- Clerk Typist Part-Time (Year-Round), \$14.00/hour. Please visit our website for more information. We cannot open our office with a clerk-typist. Apply here:

<https://www.indeed.com/job/clerk-typist-part-time-9c49b24dc0dee75a>

#### Continues Applications 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)! *The gym will remain closed for programming until the gym positions are filled. Open/Adult Skate and Youth Gym Programs will not run until the rink positions are filled for the 2021-22 season. Apply Today!*

Clerk Typist, 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. *The department office will remain under appointments being required for membership cards and walk in registration until this position is filled.*

**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](http://www.westsenecarecreation.com)) for more information.**

[↩ Return to News](#)

## Contact Us

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### West Seneca Youth & Recreation

Office Location: 1300 Union Road

Mailing Address: 1250 Union Road

West Seneca, NY 14224

Email: [lmasset@twсны.org](mailto:lmasset@twсны.org) (Lauren Masset, Recreation Supervisor)

Phone: (716) 674-6086

Fax: (716) 675-5106

## Hours Of Operation

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### Recreation Office Hours

Monday - Friday

9:30am - 11:30am (must arrive by 11:00 am)

and

2:30pm - 4:30pm (must arrive by 4:00 pm).

**The department will not accept patrons after 4:30 PM. The department will not process registrations or membership cards after 4:30 PM.**

Please be advised that due to low staffing the recreation office is not always open during our regular hours of operation. We suggest calling 716-674-6086 before arriving at our office to ensure we are open.

Please be advised that the department does close early, open late and/or is closed the day before some holidays, on some holidays and the day after some holidays.

**New Years Day, MLK Day, Presidents Day, Good Friday, Memorial Day, Labor Day, Independence Day, Columbus Day, Veterans Day,**

**Thanksgiving Day, Day After Thanksgiving, Christmas Day.** If the holiday falls on a Saturday, the department will be closed on the preceding Friday. If the holiday falls on a Sunday the department will be closed the following Monday. If the holiday falls on a weekday, the department will be closed on the weekday. The department does sometimes close early, open late and/or close the day before or after a holiday (not included on the below list). Please call 716-674-6086 before arriving at our office to ensure we are open.

### Recreation Office Closed by Date:

- NEW YEARS DAY 1-1-2021 (CLOSED)



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



TOWN OF  
**WEST SENECA**  
 "TRIED PAST - UNLIMITED FUTURE"

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

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

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

**NOW OFFERING A BONUS FOR SUMMER 2021 EMPLOYEES CLICK HERE.**  
<https://westsenecany.myrec.com/info/news/details.aspx?NewsID=4525> (UP to \$500)

For information regarding OPEN JOBS within other town departments please click [here](http://www.westseneca.net/jobs#gsc.tab=0)  
<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\\_files/view/6811/1017](http://www.westseneca.net/download_files/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.

### YEAR-ROUND JOBS

**CLERK TYPIST PART / PART-TIME / \$14.00 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 2021 - SPRING 2022 JOBS START AT \$12.50 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. MAYBE 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. MAYBE 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. MAYBE 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. MAYBE 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. MAYBE 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. MAYBE REQUIRED TO ASSIST AT DEPARTMENT EVENTS AND PROGRAMS ON WEEKDAY EVENINGS AND WEEKENDS.

**SUMMER JOBS PAY RATES FOR SUMMER 2021 JOBS TO START AT \$14.00 HOUR - \$16.50 PER HOUR (BASED ON YEARS OF SERVICE, LEADERSHIP LEVEL, CERTIFICATIONS, ETC). PLUS SUMMER 2021 BONUS UP TO \$500.**  
([HTTPS://WWW.WESTSENECA.NY.GOV/INFO/NEWS/DETAILS.ASPX?NEWSID=4525](https://www.westseneca.ny.gov/info/news/details.aspx?newsid=4525)). CERTIFICATION REQUIREMENTS UPDATED 4/21/2021 BASED ON NYSDOH FACTSHEETS RELEASED DATED APRIL 2021. THE UPDATE CAN BE FOUND [HERE](http://www.westseneca.net/download_file/view/7717/1017).  
([HTTP://WWW.WESTSENECA.NET/DOWNLOAD\\_FILE/VIEW/7717/1017](http://www.westseneca.net/download_file/view/7717/1017)).

#### 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, WS/PSI, EPI-PEN, LIFEGUARD MANAGEMENT. [CLICK HERE FOR A LIST OF ACCEPTED CERTIFICATIONS](http://www.westseneca.net/download_file/view/7717/1017)

([HTTP://WWW.WESTSENECA.NET/DOWNLOAD\\_FILE/VIEW/7717/1017](http://www.westseneca.net/download_file/view/7717/1017)) OR SEE THE CERTIFICATIONS SECTION BELOW.

#### 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, WS/PSI, EPI-PEN, LIFEGUARD MANAGEMENT. [CLICK HERE FOR A LIST OF ACCEPTED CERTIFICATIONS](http://www.westseneca.net/download_file/view/7717/1017)

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#### 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, WS/PSI, EPI-PEN, LIFEGUARD MANAGEMENT. [CLICK HERE FOR A LIST OF ACCEPTED CERTIFICATIONS](http://www.westseneca.net/download_file/view/7717/1017)

([HTTP://WWW.WESTSENECA.NET/DOWNLOAD\\_FILE/VIEW/7717/1017](http://www.westseneca.net/download_file/view/7717/1017)) OR SEE THE CERTIFICATIONS SECTION BELOW.

#### 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 WS/PSI CERTIFICATION. [CLICK HERE FOR A LIST OF ACCEPTED CERTIFICATIONS](http://www.westseneca.net/download_file/view/7717/1017)

([HTTP://WWW.WESTSENECA.NET/DOWNLOAD\\_FILE/VIEW/7717/1017](http://www.westseneca.net/download_file/view/7717/1017)) OR SEE THE CERTIFICATIONS SECTION BELOW.

([HTTP://WWW.WESTSENECA.NET/DOWNLOAD\\_FILE/VIEW/7717/1017](http://www.westseneca.net/download_file/view/7717/1017)) 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 WS/PSI. [CLICK HERE FOR A LIST OF ACCEPTED CERTIFICATIONS](http://www.westseneca.net/download_file/view/7717/1017) ([HTTP://WWW.WESTSENECA.NET/DOWNLOAD\\_FILE/VIEW/7717/1017](http://www.westseneca.net/download_file/view/7717/1017)) OR SEE THE CERTIFICATIONS SECTION BELOW. 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. [CLICK HERE FOR A LIST OF ACCEPTED CERTIFICATIONS](http://www.westseneca.net/download_file/view/7717/1017) ([HTTP://WWW.WESTSENECA.NET/DOWNLOAD\\_FILE/VIEW/7717/1017](http://www.westseneca.net/download_file/view/7717/1017)) OR SEE THE CERTIFICATIONS SECTION BELOW.

**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. [CLICK HERE FOR A LIST OF ACCEPTED CERTIFICATIONS](http://www.westseneca.net/download_file/view/7717/1017) ([HTTP://WWW.WESTSENECA.NET/DOWNLOAD\\_FILE/VIEW/7717/1017](http://www.westseneca.net/download_file/view/7717/1017)) OR SEE THE CERTIFICATIONS SECTION BELOW.

**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. [CLICK HERE FOR A LIST OF ACCEPTED CERTIFICATIONS](http://www.westseneca.net/download_file/view/7717/1017)

[HTTP://WWW.WESTSENECA.NET/DOWNLOAD\\_FILE/VIEW/7717/1017](http://www.westseneca.net/download_file/view/7717/1017)) OR SEE THE CERTIFICATIONS SECTION BELOW.

**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. [CLICK HERE FOR A LIST OF ACCEPTED CERTIFICATIONS](http://www.westseneca.net/download_file/view/7717/1017) ([HTTP://WWW.WESTSENECA.NET/DOWNLOAD\\_FILE/VIEW/7717/1017](http://www.westseneca.net/download_file/view/7717/1017)) OR SEE THE CERTIFICATIONS SECTION BELOW.

**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/6745/1017) ([HTTP://WWW.WESTSENECA.NET/DOWNLOAD\\_FILE/VIEW/6745/1017](http://www.westseneca.net/download_file/view/6745/1017))

**REQUIRED CERTIFICATIONS / ACCEPTED CERTIFICATION LIST(S)**

**BLS CPR**

THE 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**

THE LIST OF ACCEPTED PROVIDERS AND COURSES CAN BE FOUND HERE: (ONLY THOSE LISTED ON PAGE 1 FOR SUMMER CAMP EMPLOYEES ARE ACCEPTED, ALL OTHER POSITIONS CAN SELECT ANY COURSE ON THE LIST):  
[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 THE LIST OF ACCEPTED PROVIDERS AND COURSES CAN BE FOUND HERE (POOL SUPERVISOR, ASST. POOL SUPERVISOR AND HEAD LIFEGUARDS MUST HAVE A COURSE FROM LEVEL 11B AND OTHER LIFEGUARD STAFF MUST HAVE A COURSE FROM LEVEL 11A:

[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 THE LIST OF ACCEPTED PROVIDERS AND COURSES CAN BE FOUND HERE:  
[HTTPS://WWW.HEALTH.NY.GOV/ENVIRONMENTAL/OUTDOORS/CAMPS/DOCS/PSLPE](https://www.health.ny.gov/environmental/outdoors/camps/docs/pslpe)  
([HTTPS://WWW.HEALTH.NY.GOV/ENVIRONMENTAL/OUTDOORS/CAMPS/DOCS/PSLPE](https://www.health.ny.gov/environmental/outdoors/camps/docs/pslpe))

#### EP1-PEN

THE LIST OF ACCEPTED PROVIDERS AND COURSES CAN BE FOUND HERE:  
[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:

THE 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

Youth Service Coordinator PT

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. As of 4/19/21 there have been no additional applicants provided by HR or submitted to the office. On 4/19/2021 the Town Board increased the hourly wage from \$12.50 to \$14.00 per hour starting. HR re-post this job on indeed on 4/20/21 with the updated information. The department posted a job flyer on FB on April 20, 21, 23.

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. See the most recent Town Board agenda for a hiring update.

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. As of 3-26-2021 there have been no additional applicants. The YSC job was filled on 4-20-2021.

On 6-1-2020 the Adult Skate, Open Public Skate, Youth Gym Youth Programs, and Youth Gym Adult Programs jobs were posted for the 2020-2021 season. These jobs were not filled for the 2020-2021 season, therefore these programs did not run. The jobs remain posted and were updated on 3-26-2021 for the 2021-2022 season. Adult

Skate, Open Public Skate, Youth Gym Youth Programs, and Youth Gym Adult Programs are contingent upon filling these positions.

On 3-12-2020 the Adult Basketball, Adult Pickleball, and Adult Laps jobs were posted. All programs are contingent upon proper staffing levels. As of 4/23/2021 there have been no applicants.

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.

redirect (<http://www.westseneca.net/departments-and-services/youth-recreation/youth-gym-1-2#gsc.tab=0>)

#### Links

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

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

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- o Public Safety (<http://www.westseneca.net/departments-and-services/public-safety>)
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- 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>)
- o Town Court (<http://www.westseneca.net/departments-and-services/town-court>)
- o Youth and Recreation (<https://westsenecany.nyrec.com/info/default.aspx>)
- o Services A-Z (<http://www.westseneca.net/departments-and-services/services-z>)

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

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WEST SENECA

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

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([http://www.westseneca.net/download\\_files/view/961/1017](http://www.westseneca.net/download_files/view/961/1017))

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

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