

Any \$ taken in on/after 8/31/21 will be documented on the August deposit sheet along with settled batches and registrations.

Bank Deposits & Rec Office Transactions											
Deposit Date	Cash Total	Check Total	Total Deposit Amount (Cash, Chk)	Membership Cards	Soccer Field Rental	WSSGA OT Fees	WSYBA OT Fees	Total	Cash/Check	Credit Card	Total
8/6/2021	\$ 150.00	\$ -	\$ 150.00	\$ 150.00				\$ 150.00			
8/13/2021	\$ -	\$ 200.00	\$ 200.00		\$ 200.00			\$ 200.00			
8/20/2021	\$ 30.00	\$ 3,546.25	\$ 3,576.25	\$ 30.00		\$ 3,546.25		\$ 3,576.25			
8/26/2021	\$ 50.00	\$ -	\$ 50.00	\$ 50.00				\$ 50.00			
8/29/2021	\$ -	\$ 1,332.50	\$ 1,332.50					\$ 1,332.50			
Deposit Total	\$ 230.00	\$ 5,078.75	\$ 5,308.75	\$ 230.00	\$ 200.00	\$ 3,546.25	\$ 1,332.50	\$ 5,308.75			
Returned/Check Returned											
<b>Total</b>	\$ 230.00	\$ 5,078.75	\$ 5,308.75	\$ 230.00	\$ 200.00	\$ 3,546.25	\$ 1,332.50	\$ 5,308.75			
Highway Total											
Rec Total											
Online Transactions (Settled Batches)											
Settled Date	Settled Total	Settled Date	Settled Total	Settled Date	Settled Total	Settled Date	Settled Total	Settled Date	Settled Total	Credit Card Total	
8/3/2021	\$ 20.00										
8/4/2021	\$ 20.00										
8/28/2021	\$ 160.00										
<b>Total</b>	\$ 200.00									\$ 200.00	
Total Disbursement Summary / Revenue (Cash + Check + Credit Cards)											
Membership Cards	\$ 270.00										
Soccer Field Rental	\$ 200.00										
WSSGA OT Fees	\$ 3,546.25										
WSYBA OT Fees	\$ 1,332.50										
Diamond Rental	\$ 160.00										
<b>Total</b>	\$ 5,508.75										
Total Registrations											
Program	Resident	Non-Resident	Undefined	Total							
Membership Cards	50	0	0	0							
Total	50	0	0	0							

Check Totals Against Disbursement Income Report Disbursement Detail Report

### September 2021 Newsletter

Date Published:

Author: Lauren J. Masset

Reminder: West Seneca Youth & Recreation will close at 5:00 PM on September 3, 2021 and re-open on September 7, 2021. The department is closed Saturday and Sundays. The department is closed Monday, September 6, 2021 for Labor Day.

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. We highly suggest that you call 716-674-6086 before you come to ensure we are not closed due to low staffing.

The closing dates for the Veterans Park Ball Bin and Splash Pad have not yet been determined. Please check their program pages for updates, when available.

- Ball Bin: [https://westsenecany.myrec.com/info/activities/program\\_details.aspx?ProgramID=29861](https://westsenecany.myrec.com/info/activities/program_details.aspx?ProgramID=29861)
- Splash Pad: [https://westsenecany.myrec.com/info/facilities/area\\_info.aspx?FacilityID=14714&AreaID=14715](https://westsenecany.myrec.com/info/facilities/area_info.aspx?FacilityID=14714&AreaID=14715)

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.

Link: [https://westsenecany.myrec.com/info/activities/program\\_details.aspx?ProgramID=29834](https://westsenecany.myrec.com/info/activities/program_details.aspx?ProgramID=29834)

Please do not forget to check out the Discover West Seneca Series (<http://www.burchfieldnac.org/discover-w-s/>) and

Town of West Seneca Parks Tour and Activity Guide

([http://www.westseneca.net/application/files/4515/9223/2699/2020\\_Town\\_of\\_West\\_Seneca\\_Parks\\_Tour\\_\\_Activity\\_Book\\_\\_.pdf](http://www.westseneca.net/application/files/4515/9223/2699/2020_Town_of_West_Seneca_Parks_Tour__Activity_Book__.pdf)).

We are NOW HIRING for several part-time positions such as Clerk Typist (which is required to return our office to our regular hours of operation) and various Recreation Attendant positions for programs such as Adult Skate, Open Skate, Over 30 Hockey, Youth Gym Youth Programs, Adult Gym Adult Programs and more. **All programs are contingent upon staffing levels.** Apply today! Now Hiring Link: <http://www.westseneca.net/departments-and-services/youth-recreation/youth-gym-3#gsc.tab=0>

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.

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Article Files

Add Files

There are currently no files associated with this article.

# West Seneca Youth & Recreation Now Hiring - Clerk Typist

Posted 8/19/2021

The department needs to fill this position to resume our regular office hours on Monday and Tuesday.

<b>Location</b>	Recreation Office, 1300 Union Road, West Seneca, NY, 14224
<b>Rate of Pay</b>	\$14.00/hour
<b>Status</b>	Part-Time
<b>Employee Schedule / Shift</b>	Monday and Tuesday from 9:00 AM - 5:00 PM (Break 1:00 - 2:00 PM) Regular Schedule: 14 hours per week (some weeks it could be up to 19 based on departmental needs)
<b>Employment Application</b>	<a href="http://www.westseneca.net/application/files/1416/0797/1305/Recreation_Department_Application_2021.pdf">http://www.westseneca.net/application/files/1416/0797/1305/Recreation_Department_Application_2021.pdf</a>
<b>Apply via Indeed</b>	<a href="https://www.indeed.com/viewjob?t=clerk+typist+part+time&amp;ik=a6ed5d7522ce8544&amp;_ra=2.168106657.109669774.1629310204.347968351.1629310204">https://www.indeed.com/viewjob?t=clerk+typist+part+time&amp;ik=a6ed5d7522ce8544&amp;_ra=2.168106657.109669774.1629310204.347968351.1629310204</a>
<b>Submit Your Completed Job Application To:</b>	In Person: Recreation Office, 1300 Union Road, West Seneca, NY, 14224  USPS Mail: Recreation Office, 1250 Union Road, West Seneca, NY, 14224  Email: <a href="mailto:lmasset@twyny.org">lmasset@twyny.org</a>
<b>Complete Job Description</b>	<a href="http://www.westseneca.net/application/files/7516/0615/6079/ID_-_Clerk_Typist_11.18.2020.pdf">http://www.westseneca.net/application/files/7516/0615/6079/ID_-_Clerk_Typist_11.18.2020.pdf</a>
<b>Position Summary</b>	The Clerk Typist assists the Recreation Supervisor in managing the membership and registration process for Patrons participating in Recreation programs. This position will support the membership and registration process via an internal software portal. This position will perform administrative and clerical duties for the Recreation Department.

Posted to the Departments Facebook:

2021 August: 19, 24, 25, 26, 27, 28 30, 31

2021 September: 1, 2, 3

Emailed to Previous Employees (2019/20 Winter Staff, 2021 Summer Staff):

2021 August: 30

2021 September:

Emailed to our Job Recruitment Email List:

2021 August: 30

2021 September:

The Job Recruitment Email list is a list of contact information for over 170 groups, organizations, churches, school districts, colleges, youth bureaus, recreation departments, athletic groups/teams, service clubs, etc... in the following counties: Erie, Genesee, Niagara, Wyoming.

Emailed to the Youth & Recreation Commission Members:

2021 August: 30

2021 September:

Other Efforts:

August 19, 2021 - The job was posted to the WSREC website, Indeed and WSREC FB.

August 23, 2021 - HR reported that 3 applications were received, all seeking FT employment. HR will refresh the job posting on Indeed. The department will continue to post the job on Facebook on a regular basis.

## Open Jobs / Now Hiring

Date Published: 07/19/2021

Author: Lauren J. Masset

### Information on West Seneca Youth & Recreation Open Jobs

For information regarding OPEN JOBS in other Town of West Seneca departments please visit this link:

<http://www.westseneca.net/jobs#gsc.tab=0>

### How to submit your application to West Seneca Youth & Recreation:

1. Obtain a West Seneca Youth & Recreation Employment Application. Applications can be found:
  - a. Online via this link:  
[http://www.westseneca.net/application/files/1416/0797/1305/Recreation\\_Department\\_Application\\_2021.pdf](http://www.westseneca.net/application/files/1416/0797/1305/Recreation_Department_Application_2021.pdf)
  - b. In Person at the Recreation Office (on the flyer wall, next to our teller window) inside the Community Center and Library located at 1300 Union Road, West Seneca, NY, 14224.
2. Complete the application, attach a letter of recommendation, any valid First Aid + BLS/CPR certifications that you have.
3. Submit your completed application, letter of recommendation and valid certifications via:
  - a. In Person: inside the Community Center and Library located at 1300 Union Road, West Seneca, NY, 14224, Monday - Friday, between 9:30 AM - 11:30 AM or 2:30 PM - 4:30 PM.
  - b. Via USPS: Recreation, 1250 Union Road, West Seneca, NY, 14224.
  - c. Via Email: [lmasset@twsny.org](mailto:lmasset@twsny.org)

### Year Round Current Job Openings / Postings

[Clerk Typist PT \(\\$14.00/hour\) Click HERE for more information](#)

### Fall/Winter/Spring 2021-2022 Current Job Openings / Postings

[Fall/Winter/Spring 2021-2022 Recruitment Efforts Log - Click Here](#)

#### Title: Ice Rink Guard PT (Recreation Attendant PT)

Program: Open Skate

Shifts: Wednesday from 6:15 PM - 8:15 PM and/or Saturday from 12:45 PM - 2:45 PM and/or Sunday from 12:45 PM - 2:45 PM. Typically 1-2 shifts per week. From Early-October through April 1.

Rate of Pay: \$15.00 - \$15.50 / Hour

Requirements: Must be 16 years of age or older. Must have the ability to Ice Skate.

Preference Given To: Applicants with a valid First Aid/CPR certification, Applicants with experience.

Other Information: May also be required to assist at department events and programs on other weekdays and weekends.

- BLS/CPR Certification from this list:  
<https://www.health.ny.gov/environmental/outdoors/camps/docs/cpr.pdf>
- First Aid Certification from this list (Winter Any Page) (Summer Only Page 1)  
<https://www.health.ny.gov/environmental/outdoors/camps/docs/firstaid.pdf>

#### Title: Ice Rink Guard PT (Recreation Attendant PT)

Program: Adult Skate

Shifts: Tuesday and Thursday from 9:15 AM - 11:30 AM. From Early-October through April 1. Typically 2 shifts per week.

Rate of Pay: \$15.50/Hour

Requirements: Must be 18 years of age or older. Must have the ability to Ice Skate. Must have the ability to use the MyRec Computer System (new this season). Must have valid First Aid/CPR certification.

Preference Given To: Applicants with a valid First Aid/CPR certification, Applicants with experience.

Other Information: May also be required to assist at department events and programs on other weekdays and weekends.

- BLS/CPR Certification from this list:  
<https://www.health.ny.gov/environmental/outdoors/camps/docs/cpr.pdf>
- First Aid Certification from this list (Winter Any Page) (Summer Only Page 1)  
<https://www.health.ny.gov/environmental/outdoors/camps/docs/firstaid.pdf>

#### Title: Ice Rink Guard Supervisor (Recreation Attendant PT)

Program: Open Public Skate

- BLS/CPR Certification from this list:  
<https://www.health.ny.gov/environmental/outdoors/camps/docs/cpr.pdf>
- First Aid Certification from this list (Winter Any Page) (Summer Only Page 1)  
<https://www.health.ny.gov/environmental/outdoors/camps/docs/firstaid.pdf>

**Title: Youth Gym Program Attendant (Recreation Attendant PT)**

Program: Youth Gym Programs

Shifts: Monday and/or Tuesday from 5:30 PM - 8:15 PM, set up 5:30 - 5:50, program times 6-6:50 and 7:00 - 7:50, break down 8:00 - 8:10. From Early-October through April 1.

Rate of Pay: \$15.00 - \$15.50/hour

Requirements: Must be 18 years of age or older. Must have the ability to use the MyRec Computer System (new this season).

Preference Given To: Applicants with experience and valid First Aid/CPR certifications.

Other Information: May also be required to assist at department events and programs on other weekdays and weekends..

- BLS/CPR Certification from this list:  
<https://www.health.ny.gov/environmental/outdoors/camps/docs/cpr.pdf>
- First Aid Certification from this list (Winter Any Page) (Summer Only Page 1)  
<https://www.health.ny.gov/environmental/outdoors/camps/docs/firstaid.pdf>

**Title: Youth Gym Program Leader (Recreation Attendant PT)**

Program: Adult Programs in the CCL Youth Gym (Pickleball, Basketball, Indoor Laps)

Shifts: Monday and/or Tuesday and/or Wednesday and/or Friday from 9:30 AM - 11:30 AM, set up 9:30 - 9:50, program time 10:00 - 10:50 AM, breakdown 11:00 - 11:20 AM. From Early-October through April 1.

Rate of Pay: \$16.50/Hour

Requirements: Must be 18 years of age or older. Must have the ability to use the MyRec Computer System (new this season).

Must have a valid First Aid/CPR certification from the department's approved list.

Preference Given To: Applicants with experience.

Other Information: May also be required to assist at department events and programs on other weekdays and weekends.

- BLS/CPR Certification from this list:  
<https://www.health.ny.gov/environmental/outdoors/camps/docs/cpr.pdf>
- First Aid Certification from this list (Winter Any Page) (Summer Only Page 1)  
<https://www.health.ny.gov/environmental/outdoors/camps/docs/firstaid.pdf>

**Summer 2021 Job Openings / Postings - For 2022 these postings, jobs and/or requirements could change. We suggest checking back in early 2022 for Summer 2022.**

**Title: Pool Supervisor and Assistant Pool Supervisors (Lifeguard PT) Requirements and Information:**

- BLS/CPR Certification from this list:  
<https://www.health.ny.gov/environmental/outdoors/camps/docs/cpr.pdf>
- First Aid Certification from this list:  
<https://www.health.ny.gov/environmental/outdoors/camps/docs/firstaid.pdf>
- Lifeguarding for both a Level IIa and IIb pool from this list:  
<https://www.health.ny.gov/environmental/outdoors/camps/docs/aquacert.pdf>
- Epi-Pen from this link:  
<https://www.redcross.org/take-a-class/classes/anaphylaxis-and-epinephrine-auto-injector--online-course/a6R0V0000015EUe.html>
- WSI/PSI from this list:  
<https://www.health.ny.gov/environmental/outdoors/camps/docs/psi.pdf>
- Lifeguard Management (with in person testing) from this list:  
<https://www.health.ny.gov/environmental/outdoors/camps/docs/cad.pdf>

- Lifeguarding for a Level IIa pool from this list:  
<https://www.health.ny.gov/environmental/outdoors/camps/docs/aquacert.pdf>
- Epi-Pen from this link:  
<https://www.redcross.org/take-a-class/classes/anaphylaxis-and-epinephrine-auto-injector--online-course/a6R0V0000015EUe.html>
- Must be 16 years of age or older.
- \$14.00 - \$14.25 per hour plus a possible \$250 bonus.

**Title: Summer Day Camp Counselor and Assistant Counselor (Recreation Attendant PT) Requirements and Information:**

- BLS/CPR Certification from this list:  
<https://www.health.ny.gov/environmental/outdoors/camps/docs/cpr.pdf>
- First Aid Certification from page one only on this list:  
<https://www.health.ny.gov/environmental/outdoors/camps/docs/firstaid.pdf>
- Epi-Pen from this link:  
<https://www.redcross.org/take-a-class/classes/anaphylaxis-and-epinephrine-auto-injector--online-course/a6R0V0000015EUe.html>
- Must be 18 years of age or older.

**Title: Summer Day Camp Director and Assistant Director (Recreation Attendant PT) Requirements and Information:**

- BLS/CPR Certification from this list:  
<https://www.health.ny.gov/environmental/outdoors/camps/docs/cpr.pdf>
- First Aid Certification from page one only on this list:  
<https://www.health.ny.gov/environmental/outdoors/camps/docs/firstaid.pdf>
- Epi-Pen from this link:  
<https://www.redcross.org/take-a-class/classes/anaphylaxis-and-epinephrine-auto-injector--online-course/a6R0V0000015EUe.html>
- Background: Must have 24 weeks administrative or supervisory experience at a camp program.
- Must be 21 years of age or older.
- Camp Director must begin work June 1.

**Continues Applications Accepted** - Even if we are not hiring, we will keep these on file for 3 months, in the event a position opens within that 3 months, you will be contacted for an interview.

**Clerk Typist PT** - [Click here for more information.](#)

**Recreation Attendant PT** - Assists at various Recreation programs, must be 18 years of age or older, hourly wage varies.

**Notes:**

On 8/19/21 the Clerk Typist job was posted to WSREC website (above), Indeed (via HR) and the department's FB (requested on official TWS FB). HR reported on 8/23/21 that 3 applications were received, all seeking FT employment. HR will refresh the job posting on Indeed. The department will continue to post the job on Facebook on a regular basis.

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

## Fall/Winter/Spring 2021-2022 Employee Recruitment Efforts

Date Published: 07/27/2021

Author: Lauren J. Masset

All West Seneca Youth & Recreation Fall/Winter/Spring programs such as but not limited to Open Skate, Adult Skate, Over 30 Hockey, Youth Gym Youth Programs and Youth Gym Adult Programs are contingent upon proper staffing levels. The department worked with HR to update and create the Fall/Winter/Spring job postings for various department programs. The job postings were released on July 19, 2021.

A complete list of these job postings can be found here:

<https://westsenecany.myrec.com/info/news/details.aspx?NewsID=4530>

### The total number of applications completed in full received:

Ice Rink Guard (Open Skate): 1

Ice Rink Guard (Adult Skate): 0

Ice Rink Leadership (Open Skate, as needed Adult Skate): 0

Over 30 Hockey: 0

CCL Youth Gym Programs Leader (Youth Programs): 0

CCL Youth Gym Programs Attendant (Youth Programs): 0

CCL Youth Gym Programs Leader (Adult Programs): 0

CCL Youth Gym Programs Attendant (Adult Programs): 0

### The department's recruitment efforts can be found below:

#### Posted to West Seneca Youth & Recreations Facebook:

2021 July: 19, 20, 21, 22, 23, 26, 27, 28, 29, 30

2021 August: 2, 3, 4, 5, 6, 9, 10, 11, 12, 13, 17, 18, 19, 20, 23, 24, 25, 26, 27, 30, 31

#### Emailed to Previous Employees (2019/20 Winter Staff, 2021 Summer Staff):

2021 July: 19, 26

2021 August: 2, 9, 17, 23, 30

Total on List: 50

Total Opted Out of List (ie: no interest, do not contact again): 14

Total Who Responded w/ Interest: 0

#### Emailed to our Job Recruitment Email List :

2021 July: 19, 26

2021 August: 2, 9, 17, 23, 30

The Job Recruitment Email list is a list of contact information for over 170 groups, organizations, churches, school districts, colleges, youth bureaus, recreation departments, athletic groups/teams, service clubs, etc... in the following counties: Erie, Genesee, Niagara, Wyoming.

#### Emailed to the Youth & Recreation Commission Members:

2021 August: 23, 30

#### Other Efforts:

Job postings are included in the department's monthly newsletter (online and print).

LM emailed AK/MAM requesting the Fall/Winter/Spring job postings be hung on the bulletin board at Town Hall on July 19, 2021.

LM hung a large poster in the CCL Hallway and CCL Youth Gym Window (facing the Veterans Walkway) with the Fall/Winter/Spring job postings on July 20, 2021. The poster is still hanging as of the date/time this document was published.

JD had Job Posting Flyer's/Listing & Employment Applications on the West Seneca Youth & Recreation table/kids zone at National Night Out on 8/3/2021.