



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: October 19, 2021

RE: Youth Service Program Coordinator PT – Rate of Pay

The West Seneca Youth & Recreation Department currently has the Youth Service Program Coordinator PT position posted. The department has attempted several methods of recruitment all of which have been unsuccessful.

This position takes one full year to train and is imperative to be filled for the department to operate efficiently and actively.

In the past the hourly wage posted was not set by the Town Board. The hourly wage was included in the department's annual budget requests each year. The Town Board does approve all initial appointments with hourly wage (and any wages increases thereafter) for all part-time positions within the department. However, with the town's current financial situation and part-time wage freeze I am coming to the board to vote to increase the posted hourly wage for the Youth Service Program Coordinator PT from \$17.00 to \$19.00 per hour.

The current 2021 budget will support this increase (Salary of Other Employees – Part Time 1.7140.0149). An increase was built into the departments 2022 budget requests as well as the proposal to eliminate this position and create a full-time position. Though at the time of drafting this agenda item it is unclear if the 2022 budget will support this increase.

Attached:

- Youth Service Program Coordinator Job Description
- Youth Service Program Coordinator Recruitment Effort Notes



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West Seneca Youth & Recreation
Now Hiring - Youth Service Coordinator PT
 Posted 9/22/2021

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|--|--|
| Location | Various Town of West Seneca Recreational Facilities |
| Rate of Pay | \$17.00/hour |
| Status | Part-Time |
| Employee Schedule / Shift | The schedule for this position varies based on the season. The position is part-time with a mix of weekday day, weekday evening, and weekend hours in the Fall/Winter/Spring, with a max of 19 hours per week. In the Summer the position is part-time seasonal with a max of 35 hours per week. |
| Employment Application | http://www.westseneca.net/application/files/1416/0797/1305/Recreation_Department_Application_2021.pdf |
| Apply via Indeed | https://www.indeed.com/viewjob?t=youth+service+coordinator&jk=53d02272781941fd&_ga=2.193875432.414207661.1632330303-347968351.1629310204 |
| Submit Your Completed Job Application To: | In Person: Recreation Office, 1300 Union Road, West Seneca, NY, 14224 USPS Mail: Recreation Office, 1250 Union Road, West Seneca, NY, 14224 Email: lmasset@twсны.org |
| Position Requirements | Must be over the age of 18. Must possess valid Epi-Pen, First Aid, BLS/CPR Certifications from the Departments approved certification lists for SUMMER staff and/or must have all valid Certifications for a NYSDOH Children's Camp Director. If hired the applicant will have 30 days to obtain these certifications. Background in Recreation or Physical Education Preferred. |
| Position Summary (not limited to) | <ul style="list-style-type: none"> · Collaborate with youth organizations, local schools, and churches to develop programs that meet the needs of the program participants, such as but not limited to the Recreation programs. · Collaborate with local agencies and schools to foster positive and productive service relationships for youth within the community · Attend meetings as requested with the Erie County Youth Bureau, representing the interests of the Town of West Seneca Youth and Recreation Department, complete funding requests, and maintain youth dashboards. |



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| | <ul style="list-style-type: none"> · Identify youth programming needs through data collection and sharing of information. Proposing improvements in programming and affecting changes in policies and procedures that will address community concerns and in compliance with the Erie County Youth Bureau, Town of West Seneca, and Erie County Department of Health. · Assist in the development and oversight of youth & recreation programming and staff allocated to those programs, such as the Youth Gym program. · Assist with facility scheduling and management. · Assist with administrative tasks and duties related to the activities, programs, and services provided by the Recreation Department, including but not limited to, answering the telephone and emails, processing payments for programs, processing registration forms, creating memos and spreadsheets. · Knowledge of all policy and procedures related to Recreation Department programs and systems. · Assist with staff training on policy and procedures related to Recreation Department programs and systems. · Acting Recreation Supervisor as necessary, such as in the event of a leave of absence. · Other duties as assigned. <p>Qualifications:</p> <ul style="list-style-type: none"> · Must be over the age of 18. · Must have a High School Diploma. · Must have a valid NYS Driver License and reliable transportation. · Preference will be given to applicants studying or holding a Bachelor of Science degree, with a concentration in Education and/or Physical Education preferred. · Must have all required ECDOH/NYSDOH certification for children’s camps within 30 days of hire. · On-call availability some weekdays, most evenings and weekends. |
|--|--|

Position Requirements and Working Conditions:

| Physical Activities (<i>Check all that apply</i>) | Frequency <i>(N)Never, (O)Occasionally or (C)Constantly</i> |
|---|--|
| Ascending or descending stairs or ramps. | O |
| Moving self in different positions to accomplish tasks in various environments. | C |



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|---|----------|
| remaining in a stationary position, often standing or sitting for prolonged periods. | C |
| Moving about to accomplish tasks. | C |
| adjusting or moving objects up to 10 pounds in all directions. | C |
| communicating with others to exchange information. | C |
| repeating motions that may include the wrists, hands and/or fingers. | C |
| operating motor vehicles or heavy equipment. | O |
| assess risk, detect risk factors for site safety purposes through being aware of the surrounding environment, individuals, noises, observations, etc. | C |

| Environmental Conditions (Check all that apply) | Frequency <i>(N)Never, (O)Occasionally or (C)Constantly</i> |
|--|---|
| low temperatures. | C |
| high temperatures. | C |
| Outdoor elements such as precipitation and wind. | C |
| Noisy environments. | C |
| Hazardous conditions. | N |
| Small and/or enclosed spaces. | O |

| Physical Demands (Check all that apply) | Frequency <i>(N)Never, (O)Occasionally or (C)Constantly</i> |
|--|---|
| light work that includes moving objects up to 20 pounds. | C |
| Medium work that includes moving objects up to 50 pounds. | C |
| heavy work includes moving objects up to 100 pounds or more. | C |



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Posted to WSREC Facebook:

2021 September: 23, 27, 28, 29, 30

2021 October: 1, 4, 5, 6, 7, 8, 12, 13, 14, 15, 18, 19, 20, 21, 22

Emailed to our Job Recruitment Email List:

2021 September: 23, 27

2021 October: 4, 12, 18

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 September: 23, 27

2021 October: 4, 12 18

Other:

September 22, 2021 - HR post to Indeed, provide LM Indeed link.

September 23, 2021 - Posted to WSREC website and FB. Requested AG post to TWS website and FB. Flyers were printed for the flyer wall. Emailed to the Recreation Commission, Erie County Youth Bureau, Previous Employees (Summer 2021, Fall/Winter/Spring 2019-20) and the Recruitment Email List. Large posters were hung in the CCL Hallway and CCL Youth Gym Window.

October 8, 2021 - The department received 18 total applications. HR ran the pre-interview screening process (resume review, phone conversations, pre-interview questionnaire). This narrowed us down to 4 applicants, 2 did not respond to the request for an interview, 1 backed out before the interview and 1 was a no call, no show for their interview.

October 13-14, 2021 - The department received 8 resumes, all were screened and did not make it through the screening process.

October 15, 2021 - The department handed out OPEN JOB flyers at the Enchanted Path event.

October 19, 2021 - The department offered the job to the 1 applicant who interviewed. The applicant denied the job.