

Job Notice – Recreation Assistant

Town of Parma

Starting Pay Range: \$27,300.00 - \$32,994.00

Code No: OC-618002

Non-Competitive

Starting Date: October, 2018

Qualifications: Graduation from high school or possession of an equivalency diploma, plus EITHER:
(1) year of paid full-time or its part-time equivalent experience in recreation or related activities; OR, Any equivalent combination of training and experience as defined by the limits of the above qualifications.

Job Description: The position of Recreation Assistant, under the direct supervision of the Parks and Recreation Director, Recreation Supervisors and Recreation Leader, assists with both identifying the recreational needs of the community and the implementation of a comprehensive community recreation program for all ages. This is an aide position involving responsibility for assisting recreational personnel with the daily routine tasks surrounding assigned program activities. Employees of this class may be required to assist in a single recreation activity or several activities and related work as required. Good knowledge of recreation theory principles and practices; good knowledge of a variety of recreational activities such as arts and crafts, ceramics, nature activities, storytelling and low organized games; good knowledge of the rules, regulations and techniques of athletic activities, such as basketball, softball, tennis, volleyball, hockey, soccer and relay races; working knowledge of community organization; working knowledge of proper care and storage of recreation equipment; ability to organize, conduct and instruct a variety of recreation and athletic activities; ability to work well with children, senior citizens and other participants in a recreation program; ability to plan, organize and direct the work of others; ability to prepare basic reports; ability to communicate effectively; ability to stimulate and guide the interest of staff and participants; initiative resourcefulness; physical condition commensurate with the demands of the position.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

- Assists in the conduct of games, arts and crafts, sports, dances, tournaments;
- Distributes and collects equipment;
- Operates special equipment;
- Keeps records of attendance, activities, equipment supply;
- Assists with the instruction of athletic and non-athletic activities;
- Assists with the officiating at athletic events;
- Assists with the chaperoning of trips and other group activities;
- Supervises the recreation activities of participants of all ages and maintains order;
- Prepares schedule for sports and special events.

Candidates: The successful candidate must meet the qualifications listed above.

Work Hours: Full Time, 37.5 hours per week, regular hours Monday-Friday, 8:00-4:30 with flexible hours required as per scheduled recreation programs. (Occasional nights, weekends and holidays)

The Town of Parma is an Equal Opportunity Employer

Please send a Monroe County Employment Application, cover letter and resume postmarked by Friday, September 28 to:

Parma Town Clerk's Office
1300 Hilton Parma Corners Road
P.O. Box 728
Hilton, NY 14468