

Posted: September 3, 2020
Dept: Parks & Recreation
Grade 3, Step 1
Salary: \$41,148.00
Respond to: Town of Yorktown
Human Resources Department
By September 14, 2020

RECREATION ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS:

Under the direct supervision of the Recreation Leader or higher level recreation personnel, an incumbent in this class assists in the conduct of recreation activities. This position is the entry level in the field of recreation and involves the performance of routine tasks. Supervision is not usually a function of this position. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Assists in the conduct of a recreation program at a recreation center or facility;

Assists in the conduct of socials, dances, tournaments, special events, storytelling sessions, dramatics, parties, etc.;

Assists in the instruction of children in games, sports, arts and crafts, dancing, singing, dramatics, etc.;

Oversees children's games and maintains order;

Keeps records of attendance, activities, equipment, etc.;

Assists in making up schedules for sports and special events;

May operate audio-visual equipment;

Distributes and collects equipment;

May assist with the chaperoning of trips and other group activities;

May assist in officiating at athletic contests;

May assist in giving first aid, if required;

May assist youth with homework and other related activities;

May occasionally assist clerical staff by answering phones, accepting fees and preparing mailings during peak times in the office or when clerical staff is on break.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Familiarity with all types of sports, crafts, and games; familiarity with first aid; ability to comprehend, remember and follow detailed oral directions; ability to understand and carry out written directions; interest in recreation work; creativity; reliability; ability to get along well with others; ability to read, write, understand and communicate in English sufficiently to perform the essential functions of the position; initiative; patience; tact; resourcefulness; reliability; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE:

None.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

**Send, fax or e:mail resume, to Town of Yorktown, Attn: Human Resources,
363 Underhill Avenue, Yorktown Heights, NY 10598, FAX (914) 962-0326 or
e:mail mgspurning@yorktownny.org. Equal Opportunity Employer.**

Towns, Villages
Cities of Rye & Peekskill
School Districts
J. C.: Non-Competitive
PAR3
1d

Job Class Code: 0269/S269