

## **APPLICATIONS BEING ACCEPTED FOR THE 2022 YOUTH RECREATION PROGRAM**

The Youth Recreation Commission, appointed by the Oakfield Town Board is now accepting applications for the 2022 Summer Youth Recreation program held at Elroy D. Parkins Park (Little League Park, 37 Drake Street, Oakfield, NY)

Applications currently being accepted are as follows:

One (1) **YOUTH RECREATION LEADER:**

### **RECREATION LEADER**

**DISTINGUISHING FEATURES OF THE CLASS:** Employees of this class, under the general supervision of the Recreation Supervisor or Assistant Recreation Supervisor, are responsible for the organization and supervision of a variety of recreational activities at a recreational area, center or sports facility. Supervision may be exercised over the work of lower level recreational personnel. Does related work, as required.

### **TYPICAL WORK ACTIVITIES:**

Supervises or assists in the supervision of recreation programs and activities at a playground, gymnasium or other recreational facility;

Assists in organizing and conducting tournaments, basketball, volleyball, badminton, and softball games and leagues;

Organizes, promotes and directs activities such as softball, badminton, ice skating, arts and crafts, ballroom dancing, gardening, or children's games;

Assists in planning and conducting socials, dances and other special events;

Plans daily schedules of playground activities;

Acts as an official and maintains order at games and activities;

Attends staff meetings to discuss special problems, schedules of personnel and activities, and to receive training in officiating and instruction and supervisory techniques;

Maintains records on participation in activities and writes summary report at close of program;

Administers first aid.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND/OR PERSONAL CHARACTERISTICS:** Good knowledge of methods of organizing and conducting various types of recreational activities; working knowledge of first aid; ability to organize, conduct, and teach several kinds of recreation activities; ability to stimulate and hold the interest of the participants; ability to keep simple records; ability to give simple instructions; physical condition commensurate with the demands of the job.

**MINIMUM QUALIFICATIONS: EITHER:**

A. One year of experience in conducting one or more types of recreational activity;

**OR:**

B. Completion of one year of college with course work in physical education, recreation, or related field;

**OR:**

C. One season's experience as a Recreation Aide or Recreation Attendant;

**OR:**

D. Any equivalent combination of training and experience as defined by the limits of (A) and (B).

Seasonal- Non-Competitive Class

**APPLICATIONS FOR LEADER DUE NO LATER THAN MARCH 24, 2022**

**RECREATION AIDES:**

**DISTINGUISHING FEATURES OF THE CLASS:** This work involves the performance of routine tasks in the field of recreation according to prescribed procedures under the general supervision of a Recreation Leader. The position differs from Recreation Attendant in that a Recreation Aide may participate in the instructional or supervisory activities or otherwise assist the Recreation Leader in conducting a program. Does related work, as required.

**TYPICAL WORK ACTIVITIES:**

Assists in conducting programs at recreation or sports facilities which may include activities such as socials, dances, tournaments, special events, story-telling sessions or parties;

Participates in giving instructions for recreational activities;

Supervises an activity at a recreation center or facility;

Acts as a sports official or scorekeeper;

Supervises and maintains order at children's games;

Distributes and collects equipment;

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

Performs minor custodial and maintenance tasks;

May administer rudimentary first aid.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND/OR PERSONAL CHARACTERISTICS:** Participants knowledge and familiarity with several types of sports, games, or other recreation activities; ability to read and write; ability to keep simple records; ability to give and enforce simple instructions; ability to get along well with others; ability to perform light manual labor; physical condition commensurate with the demands of the job.

**MINIMUM QUALIFICATIONS:** None are required.

**SPECIAL REQUIREMENTS:** In positions where the employee will be providing supervision of water activities or instruction in swimming or lifesaving as part of the job, then applicants must possess a current, valid Advanced Lifesaving and Water Safety Certificate or Water Safety Instructor Certificate, respectively.

**APPLICATIONS FOR AIDES DUE NO LATER THAN APRIL 21, 2022**

Please download the application from the Town of Oakfield website: [www.townofoakfieldny.com](http://www.townofoakfieldny.com). Completed applications can be emailed to [mhaacke@townofoakfieldny.com](mailto:mhaacke@townofoakfieldny.com), mailed or hand delivered to Town of Oakfield, Community & Government Center, 3219 Drake Street Road, Oakfield, NY 14125 during regular business hours.

**\*\*TOWN OF OAKFIELD IS AN EQUAL OPPORTUNITY EMPLOYER**

**\*\*APPLICANTS MUST BE AVAILABLE FOR THE DURATION OF THE PROGRAM**