

**APPLICATIONS BEING ACCEPTED FOR
2020 TOWN OF OAKFIELD SUMMER YOUTH RECREATION PROGRAM**

The Youth Recreation Commission, appointed by the Oakfield Town Board is now accepting applications for the 2020 Summer Youth Recreation Program held at the Oakfield Town Park (Elroy Parkin's Park). Applications currently being accepted are as follows:

One (1) **Youth Recreation Leader** who will oversee the Summer Recreation Program. Duties include but are not limited to scheduling and organizing day to day activities, field trips, games, and recreational activities. Direct supervision of six (6) recreational aides. Have a working knowledge of first aid; have the ability to organize, conduct, and teach several kinds of recreational activities; ability to stimulate and hold interest of participants, ability to keep simple records, ability to keep simple records and give simple instruction; physical condition commensurate with demands of the job. Organizational skills, knowledge of computers and software programs (MSFT Word, excel), and scheduling. First Aid/CPR certification required and Lifeguard certification suggested but not required. Pay will commensurate with experience and qualifications. Pay range is \$16-\$20 per hour upon qualifications. Prep-work will be required prior to the 5 week (July 8 – Aug) program including training, registration packet preparation, and assisting with interviews of staff. For a full description and qualifications, please feel free to download the job description on the Town of Oakfield website.

Application Deadline for Recreation Leader is March 22, 2020.

Interviews will be held on April 4, 2020

Six (6) **Recreation Aides** who will assist in sporting events, run games, and coordinate activities with the Recreation Leader. General duties include but are not limited to; ability to read and write; ability to keep simple records; ability to give and enforce simple instructions; ability to get along with others and provide positive reinforcement; ability to participate and have familiarity with different types of sports, games, or other recreational activities; ability to perform light manual labor; physical condition commensurate with the demands of the job. First Aid/CPR certification and Lifeguard certification suggested but not required. Pay rate is the current NYS minimum wage at \$11.80 per hour. Position is a five week 35 hr/wk position starting July 6th and runs through Aug 7th. For full description and qualifications, please feel free to download the job description on the Town of Oakfield website.

Application Deadline for Recreation Aide is April 10, 2020.

Interviews will be held on May 2, 2020

Please download the application on the Town of Oakfield's website: www.townofoakfieldny.com

You may also mail the completed application to:

Town of Oakfield, Community & Government Center
3219 Drake Street Road
Oakfield, NY 14020

Or hand deliver to the Town of Oakfield Town Clerk.