

CANTON WOODS SENIOR RECREATION LEADER POSITION

Position available with Village of Baldwinsville: Sr. Recreation Leader (Refer to **Senior Recreation Leader** per Onondaga County Civil Service for full job specifications) at Canton Woods Senior Center.

TYPICAL WORK ACTIVITIES

Under direct supervision, assesses participants needs and wants; develops recreation programs and activities to fill those needs.

Conducts the of activities with assigned groups of participants by initiating participation in the activities, enforcing rules and regulations and maintaining safety and order; may officiate during games or athletic contests; may chaperone field trips; may provide guided tours of facilities; may operate a public address system and audio visual equipment; may do public relations and advertising of the program and/or event; may be involved with private vendors providing services at an event; may organize volunteers for the activities.

May act as the assistant director of a recreation center or facility which involves directly assigning, supervising and evaluating the work of recreation leaders, aides and attendants; acts for the center director in their absence; may represent the director at meetings; may assist director by performing various administrative duties as assigned such as answering routine correspondence, collecting activity participation figures, etc.

Under direct supervision, evaluates activities and programs in terms of effectiveness, applicability, appeal, timeliness and suggests to a supervisor ways to redesign, change, eliminate or initiate activities.

Under direct supervision, organizes, promotes and directs activities such as team sports, nature studies, hikes, camping, skiing and skating, arts and crafts, storytelling, musical events, dramatics, table games, leagues, tournaments, socials, dances and other special events.

May keep records of equipment, monies received, supplies, activity participants, etc.; may be required to prepare oral and written reports.

Ability to plan, organize, conduct and teach several recreation activities.

Ability to communicate effectively and establish good working relationships with groups and individuals.

Ability to stimulate and hold the interest of the participants.

Ability to arrange schedules for groups engaged in playing a variety of games and sports.

Ability to establish cordial working relationships with groups and individuals.

Open Competitive:

1. Two (2) years of work experience, or its part time equivalent, in the conduct of recreation activities, at least three (3) months or one (1) season of which must have been as a Recreation Leader or higher (i.e. work experience involving personal responsibility for the initiation but not necessarily the planning, design and development of day-to-day recreation activities at a site such as a center, park, playground or after school program); or,
2. Graduation from a regionally accredited or New York State registered college or university with an associate's degree in recreation; or,
3. Graduation from a regionally accredited or New York State registered college or university with an associate's degree or successful completion of sixty (60) credit hours and three (3) months or one (1) season of work experience as a Recreation Leader or higher (as per description in A above); or,
4. An equivalent combination of training and experience as defined by the limits of (A) and (B).

Position is provisional pending Civil Service exam. Salary is commensurate with experience. Send resume and application to jdepaulis@baldwinsville.org or to Village Hall, 16 W Genesee St. Baldwinsville, NY 13027