

# SEASONAL EMPLOYMENT

Town of Lysander

Department of Parks and Recreation

8220 Loop Road; Baldwinsville, New York 13027

315-635-5999 parks@townoflysander.org



## Job Description:

**Position:** Summer Aide: Parks and Recreation

**Description:** The responsibilities of this position involves the conduct of and/or participation in recreation activities or the supervision and care of the recreation grounds and facilities. Under supervision of the Director of Parks and Recreation, or designee the individual in this title is required to work a varying schedule which will include occasional evenings, weekends and holidays. When required to work alone the individual in this title will be expected to self-direct shift duties from a list of routine tasks and non-routine tasks provided by the Director or designee, and to perform in the best interest of Lysander Park, it's representatives, and patrons.

## Routine Job Functions:

- Perform routine custodial tasks such as sweeping, vacuuming, or mopping floors, picking up litter, emptying waste receptacles, maintaining the cleanliness of public bathrooms,
- Assist with and/or conduct and participate in a wide variety of recreation programs being offered for varying ages and abilities,
- Assist with the planning of and evaluation of recreation programs,
- Perform the necessary tasks to set-up or prepare a site for a private rental, recreation activity, program, special event, or athletic function,
- Officiate games and athletic contests when necessary,
- Perform inspection of pavilions, playground, spray park, community room, restrooms, athletic fields, sports courts, and parking lots for cleanliness and safety concerns, and address those concerns if fully capable, or bring the concern to the attention of the Director or designee,
- Enforce park rules and procedures,
- Monitor scheduled and unscheduled use of all recreation facilities,
- Make on-site contact with coaches or administrators of sports organizations contracted to use the parks athletic fields and courts,
- Answer the telephone, relaying messages and providing directions or assistance,
- Help park patrons as seen needed or requested,
- Secure all of the park's facilities and grounds upon closing hours,
- Keep simple logs of attendance, participation, job functions, rentals, interactions, messages, etc.,
- Perform other job functions as assigned by the Director or designee, or as seen needed.

## Minimum Qualification:

- A. 18 Years of Age,
- B. A valid New York State driver's license.