

Town of Poughkeepsie Recreation Department

1 Overocker Rd.
Poughkeepsie, NY 12603

Phone (845) 485-3628
www.PoughkeepsieTownRec.com

Recruitment Announcement

Title: Recreation Activity Specialist
Description: Senior Center Coordinator
Salary: \$17.00 per hour

This position coordinates social, recreational and/or educational activities for participants at our Senior Citizens Center. The incumbent in this position will have leeway to oversee the day to day recreational activities such as arts and crafts, athletics, dances, cultural events, etc. ****This position will require the employee to work Monday through Friday from 10:00 AM to 2:00 PM and may require work at other times for specific functions, including nights and weekends.** Work is performed under the general direction of a higher level employee. Supervision may be exercised over subordinate personnel.

This is a permanent, part time position. It is subject to a probationary period. Maximum weekly hours are 20 hours per week.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Plans, organizes, and participates in recreational activities including scheduling events, recruitment, reserving facilities, arranging guest speakers, organizing field trips, etc., which are consistent with the needs and interests of the participants of the program;
2. Oversees and conducts the day to day activities and events in a specific program such as directing classes, operating related equipment and assisting in set up and breakdown of program location;
3. Assists in evaluation and improvement of existing recreation programs;
4. Produces various reports and information including expenditures for budgetary purposes;
5. May be required to respond to emergency situations with a high degree of sensitivity;
6. May administer basic first aid;
7. May supervise subordinate personnel.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma **AND EITHER:**

- (A) Completion of two years of college (30 credits equal to one year); **OR:**
(B) :Two (2) years of paid work experience in event planning, teaching, coordinating a recreation program or a related human service field; **OR**
(C) An equivalent combination of training and experience within the limits of (A) and (B) above.

EEO STATEMENT:

The Town of Poughkeepsie is an Equal Opportunity Employer. The Town does not discriminate on the basis of race, religion, color, sex, age, national origin, disability, marital status, military status, arrest/criminal record, genetic predisposition or carrier status, or sexual orientation. Discrimination based on any of the above is strictly prohibited. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, compensation, promotion, transfer, training, leave of absence, and termination.

HOW TO APPLY:

If you would like to submit an employment application, simply visit us at http://townofpoughkeepsie.com/human_resources/index.html . You can also obtain an application in-person by stopping in the HR Department located in Town Hall or e-mailing your request to triley@townofpoughkeepsie-ny.gov. Both a County and Town application must be received by the Town of Poughkeepsie for consideration of employment. Resumes are encouraged and should be attached to the application.

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