

PART-TIME RECREATION ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This is entry-level work in the field of recreation and involves the performance of routine tasks under the direct supervision of a Recreation Leader or other higher-level employee. The incumbent coordinates activities for special populations, i.e., senior citizens, children, teens. Supervision of other staff is not normally a responsibility of workers in this class.

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 that could reasonably be expected to be performed by an employee in this title.

1. Assists in conducting a program at a recreation facility, a senior citizen center, or after-school program;
2. Assists in conducting crafts, dances, tournaments, story-telling sessions, dramatics and special events, etc.;
3. May do grocery shopping and setting up for special events, e.g. senior luncheons;
4. Assists with organizing and chaperoning trips and other group activities;
5. When assigned to a recreation program, assists in instructing children in games, sports, arts and crafts, dancing, singing and other activities;
6. Supervises children's games and maintains order;
7. Keeps records of such things as attendance, activities, expenses, supplies and equipment;
8. Helps make up schedule for sports and special events;
9. Distributes and collects equipment.

Specific Duties

- Supervises Front Desk
- Swipes in attendees
- Handles event registrations; collect fees for activities
- Properly enters data into MyRec Program, handles money, etc.
- Provides other program support
- Monday-Friday schedule necessary

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES: Ability to learn quickly; Ability to get along well with adults and children; Ability to understand and carry out oral and written instructions; Personal characteristics necessary to perform the duties of the position; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: No minimum qualifications.

*****Applications will be accepted through Friday, November 15, 2019. All qualified candidates are expected to complete both the Town and County application and return it to One Overocker Road, Poughkeepsie, NY 12603. Applications can be obtained on the Town of Poughkeepsie website under the Human Resource Department tab.**

Town of Poughkeepsie

One Overocker Road, Poughkeepsie, NY 12603

Phone: 845-485-3609

Website: http://www.townofpoughkeepsie.com/human_resources/index.html

An EEO/AA Employer

Job Type: Part-Time

Salary: \$12.50/hour