

PLEASE POST

#2024-21

JOB OPENING

TITLE: RECREATION LEADER
(Provisional/Permanent)

DEPARTMENT: Youth and Recreational Services

SALARY: Pursuant to the TCEA Bargaining Agreement

SHIFT: Summer – Monday through Friday, 11:00 am – 7:00 pm
Winter – Tuesday through Friday, 12:00 pm – 8:00 pm, Saturday 9:00 am – 5:00 pm

DATE: April 9, 2024

DISTINGUISHING FEATURES OF THE CLASS

The work involves acting as a group leader in the conduct of one or more of the less complex aspects of an organized recreation program. The incumbent is responsible for planning, promoting, advising and supervising a particular program or programs and only secondarily for direct supervision of activities. The work is performed under the general supervision of a recreation employee of a higher rank. Does related work as required.

TYPICAL WORK ACTIVITIES

Conducts one or more group recreation activities of a general or social nature such as ball playing, dancing, singing or routine arts and crafts;
Organizes the group according to interest and age group; gives individual or group instructions; schedules contests and special events;
Schedules events and use of facilities and equipment; supervises group to insure safety of participants; acts as a referee or umpire;
Keeps records and prepares reports on activity; may render first aid and assist with the instruction in other areas.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Thorough knowledge of the organization and conduct of one or more types of recreational activities; good knowledge of the methods of group instruction; ability to stimulate and hold the interest of participants; ability to render first aid; initiative; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS

- a. Completion of two (2) years of study at a regionally accredited or New York State registered two (2) or four (4) year college or university specializing in physical education, recreation or related field and one (1) year of experience in conducting organized recreational activities; OR
- b. Graduation from high school or possession of a high school equivalency diploma and three (3) years of experience in conducting organized recreational activities; OR
- c. An equivalent combination of training and experience as defined by the limits of (a) and (b).

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

THIS NOTICE IS POSTED IN COMPLIANCE WITH THE COLLECTIVE BARGAINING AGREEMENT BETWEEN THE TOWN OF CHEEKTOWAGA AND THE TOWN OF CHEEKTOWAGA EMPLOYEES ASSOCIATION AND SHALL REMAIN POSTED FOR A PERIOD OF EIGHT (8) WORKING DAYS. PLEASE SUBMIT AN ORIGINAL BID APPLICATION ADDRESSED TO THE PERSONNEL DEPARTMENT, A COPY OF SAME TO THE PRESIDENT OF THE TOWN OF CHEEKTOWAGA EMPLOYEES ASSOCIATION (Greg Magnuszewski) AND TO THE DIRECTOR OF RECREATION II IN THE YOUTH AND RECREATIONAL SERVICES DEPARTMENT (Krystle Feind).