

## Job Notice – Recreation Assistant (Full-Time)

**Town of Parma**

**Starting Pay Range:** \$30,225.00 - \$36,075.00 (plus benefits)

**Code No: OC-618002**

**Non-Competitive**

**Starting Date:** Late May or Early June 2021

**Qualifications:** Graduation from high school or possession of an equivalency diploma, plus EITHER: (1) year of paid full-time or its part-time equivalent experience in recreation or related activities; OR, Any equivalent combination of training and experience as defined by the limits of the above qualifications.

**Job Description:** The position of Recreation Assistant, under the direct supervision of the Parks and Recreation Director, Assistant Recreation Director, and Recreation Supervisors, assists with both identifying the recreational needs of the community and the implementation of a comprehensive community recreation program for all ages. This is an aide position involving responsibility for assisting recreational personnel with the daily routine tasks surrounding assigned program activities. Employees of this class may be required to assist in a single recreation activity, or several activities and related work as required. Good knowledge of recreation theory principles and practices; good knowledge of a variety of recreational activities such as arts and crafts, ceramics, nature activities, storytelling and low organized games; good knowledge of the rules, regulations and techniques of athletic activities, such as basketball, softball, tennis, volleyball, hockey, soccer and relay races; working knowledge of community organization; working knowledge of proper care and storage of recreation equipment; ability to organize, conduct and instruct a variety of recreation and athletic activities; ability to work well with children, senior citizens and other participants in a recreation program; ability to plan, organize and direct the work of others; ability to prepare basic reports; ability to communicate effectively; ability to stimulate and guide the interest of staff and participants; initiative resourcefulness; physical condition commensurate with the demands of the position.

**TYPICAL WORK ACTIVITIES:** (Not all listed activities may be performed and other related activities may be performed although not listed.)

- Assists in the conduct of games, arts and crafts, sports, dances, tournaments.
- Distributes and collects equipment.
- Operates special equipment.
- Keeps records of attendance, activities, equipment supply.
- Assists with the instruction of athletic and non-athletic activities.
- Assists with the officiating at athletic events.
- Assists with the chaperoning of trips and other group activities.
- Supervises the recreation activities of participants of all ages and maintains order.
- Prepares schedule youth programming, summer camps, and/or senior citizen activities.

**Candidates:** The successful candidate must meet the qualifications listed above.

**Work Hours:** Full Time, 37.5 hours per week, regular hours Monday-Friday, 8:00-4:30 with flexible hours required as per scheduled recreation programs. (Occasional nights, weekends and holidays)

### **The Town of Parma is an Equal Opportunity Employer**

Please send a Monroe County Employment Application (found at [www.hprecreation.org](http://www.hprecreation.org)), cover letter and resume postmarked by Friday, April 30<sup>th</sup> to:

Parma Town Clerk's Office  
1300 Hilton Parma Corners Road  
P.O. Box 728  
Hilton, NY 14468