



***Seneca County***  
***Personnel Department***

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WATERLOO, NEW YORK 13165

TO: ALL APPLICANTS APPLYING FOR **RECREATION LEADER**

FROM: SENECA COUNTY PERSONNEL DEPARTMENT

SUBJECT: APPLICANT INFORMATION AND JOB DESCRIPTION

Please be advised that we are accepting applications for this title on a continuous basis. On the application's "General Information" tab you will be asked "Please indicate the municipality (Town, Village, School or Seneca County) that you wish your application to be sent, if applicable".

**Please enter any of the following as your response:**

- Town of Ovid
- Town of Seneca Falls

**PLEASE NOTE:** Applying for this title does not necessarily mean that there is a current opening at this time; however, your application will be forwarded to the jurisdiction(s) that you have indicated for future vacancies. The position for which you are applying is in a school district. Please contact the school district for availability and salary information.

**RESIDENCY:** Candidates must have been legal residents of Seneca County or one of the six contiguous counties for one month preceding the date of the written test. Preference in appointment may be given to successful candidates who have been legal residents of the municipality in which appointment is to be made for at least one month prior to the date of certification and are residents of such municipality at the time of appointment.

**MINIMUM QUALIFICATIONS: Either:**

- Graduation from High School or possession of a High School Equivalency Diploma AND one season of experience in an organized recreation or athletic program; OR
- Two seasons of experience as defined in (A); OR
- An equivalent combination of training and experience as defined by the limits of (A) or (B).

**NOTE:** Season means the annual duration of an organized recreation or athletic program (e.g. summer playground program).

**NOTE:** When acting in the capacity of the Swim Program Director, must have Red Cross Certification of WSI (Water Safety Instruction Certificate).

**DISTINGUISHING FEATURES OF THE CLASS:**

The work involves responsibility for the supervision of summer activities at a playground. An employee in this class organizes, directs and promotes appropriate recreational activities for all age groups utilizing the facility. The work is performed under direct supervision with leeway allowed in carrying out the details of the work. Supervision is exercised over the work of subordinates and volunteers assigned to a particular playground or play area. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only):

- Directs the recreation programs and activities at a specific playground or play area;
- Organizes, promotes and directs activities such as softball, badminton, paddle tennis, native studies, hikes, camping, arts and crafts, story-telling, dancing, singing, dramatics and quiet games;
- Assists in the organization of and conducts tournaments in basketball, bowling, badminton, volleyball and table game leagues;
- Assists in the organization and conduct of socials, dances and other special events;
- Plans daily schedule of playground activities;
- Inspects equipment for safety;
- Maintains record of activities and inventory of equipment;
- Performs minor repair and maintenance of equipment;
- May oversee the concession operation at the Recreation Center during basketball, baseball and soccer season;
- Supervising of concession staff;
- Opening and closing concession stand as well as clean and maintain the concession stand and equipment on a daily basis;
- May involve cooking and preparing all food and stocking shelves in the concession stand.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Good knowledge of the organization and conduct of playground oriented recreational activities; ability to plan and direct the work of others; ability to maintain routine records; ability to stimulate and hold the interest of program participants; good judgement; integrity; reliability; physical condition commensurate with the demands of the position.