



Seneca County
Personnel Department

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WATERLOO, NEW YORK 13165

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

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
- Village of Waterloo

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:

None are required.

*** NOTE: Special requirements when working in Swim Program:**

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| Level I – | WSI or equivalent |
| Level II – | Must be at least 15 years of age and must pass American Red Cross Basic Life guarding and have current Red Cross Life Guard Training Certificate. |
| Level III – | Must be at least 14 years of age and must have certification by Red Cross of Basic Water Safety. |

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for assisting in the conduct of various recreation activities or for the care of a recreation facility while in use. The work is performed under direct supervision with specific instructions provided as to the duties to be completed, the order of completion and method of completion. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only):

Assists in the conduct of activities at the recreation complex or other physical facility;
Maintains and helps prepare fields, courts and related recreation facilities by putting up nets, marking courts, cleaning up, cutting grass and picking up trash;
Cleans and disinfects toilets and related facilities at playground;
Cleans locker rooms and otherwise assists in the maintenance of the recreation complex;
Collects tickets and admission charges, accounts for same and turns over to proper authority;
Locks and unlocks door and gates;
Issues recreation supplies and equipment;
Enforces regulations and maintains order at recreation complex playgrounds and facilities;
Keeps records and makes reports as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Ability to read and write; ability to keep simple records; ability to give and enforce simple instructions; ability to follow directions; ability to perform light manual labor; ability to get along well with others; physical condition commensurate to the demands of the position.