



# SEASONAL EMPLOYMENT

Town of Lysander

Department of Parks and Recreation

8220 Loop Road; Baldwinsville, New York 13027

315-635-5999 parks@townoflysander.org

## Job Description:

**Position:** Seasonal Part-Time Recreation Leader

**Description:** The individual(s) in this title functions as a recreation generalist. The work of this position typically involves the responsibility of facilitating municipal recreation programs, and assisting with the planning and development of a broad spectrum of recreation programs under the immediate supervision of the Director of Parks and Recreation. Under indirect supervision of the Director of Parks and Recreation the individual in this position may be required to work alone nights, weekends and holidays through October 31, self-direct recreation program duties from a list of routine responsibilities and non-routine assignments dictated by the recreation program, or provided by the Director, and make decisions in the absence of the Director that are in the best interest of the program, program participants, the Lysander Parks and Recreation Department, Lysander Park, Department and Park representatives, and patrons.

### Routine Job Activities:

- Conduct and participate in recreation programs such as games, sports, arts and crafts, instructional clinics, dramatics, dancing, musical events, storytelling, socials, special events, field trips, hikes, and nature studies.
- Assists with the planning and development of recreation programs.
- Assists with the public relations and advertising of recreation programs.
- Assesses participants' recreation needs and varies activities accordingly; may recommend to the Director changes to meet needs.
- Evaluates recreation programs for effectiveness, capability, appeal, timeliness and makes recommendations to the Director
- Enforcement of Park Rules and Procedures,
- Prepare athletic fields, courts, and facilities for all recreation program use,
- Monitor scheduled and unscheduled use of all recreation facilities,
- Answer the telephone, relaying messages and providing directions upon request,
- Issuing and collecting recreation equipment,
- Help park patrons as seen needed or requested,
- Assist the Park Attendant with the securing of all of the park's facilities and grounds upon closing hours,
- Keep simple records of lists, logs and participation figures,
- Other job activities as assigned.

**Duration:** May 1 – TBD; flexible

**Hours:** 20 per week; flexible

**Wage:** \$15.00 per hour