



# 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:

### Recreation Leader

### Description:

The individual 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 the individual in this position will be required to work alone, a varying schedule which will include nights, weekends and holidays, 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, participants, the Lysander Parks and Recreation Department, Lysander Park, Department and Town administrators, and park patrons.

### Routine Job Functions:

- Conduct and participate in recreation programs such as games, sports, arts & crafts, instructional clinics, dramatics, dance, musical events, storytelling, socials, special events, field trips, hikes, and nature studies,
- Assist with the planning and development of recreation programs,
- Assist with the public relations and advertising of recreation programs,
- Assess participants recreation needs and varies activities accordingly; makes recommendations of changes to meet needs,
- Evaluates recreation programs for effectiveness, capability, appeal, timeliness and makes recommendations,
- Prepare the pavilions and the community room for scheduled reservations,
- Enforce park rules and procedures,
- Monitor scheduled and unscheduled use of all recreation facilities,
- Prepare athletic fields and courts for use,
- Make on-site contact with coaches or administrators of sports organizations contracted to use the parks athletic fields and courts,
- Answer the telephone, relaying messages and providing directions or assistance,
- Help park patrons as seen needed or requested,
- Secure all of the park's facilities and grounds upon closing hours,
- Keep simple logs of attendance, participation, job functions, rentals, interactions, messages, etc.,
- Perform other job functions as assigned by the Director or designee, or as seen needed.



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## Job Description: CONTINUED

**Position:**

**Recreation Leader**

**Minimum Qualification:**

- A. 18 Years of Age, and
- B. One (1) recreation season or three (3) months of work experience, or its part-time equivalent, in the conduct of recreation activities such as low organized games, sports, arts and crafts, etc.; or,
- C. Successful completion of fifteen (15) credit hours in Recreation, Physical Education, Sports Management, Early Childhood Education, etc. from a regionally accredited or New York State registered college or university; or,
- D. An equivalent combination of training and experience as defined by the limits of (B) and (C)