

TOWN OF LYSANDER

JOB DESCRIPTION

POSITION: SENIOR RECREATION LEADER

SUMMARY

The Lysander Parks and Recreation Department oversees and implements a wide variety of year round recreational programs, activities, special events, camps. Department also manages a 75 acre seasonal municipal park which residents use for its playground, picnic facilities, trails, tennis, basketball and pickleball courts. Lysander Town Park is home to the Baldwinsville Pop-Warner football and cheerleading organization, and is the site for the local B'Ville Diner Thursday night Classic Car Cruise-ins and its fields are used also used for a variety of purposes including soccer, softball and other sports. The Lysander Parks and Recreation Department also works on different seasonal inter-cooperative municipal special events such as the Baldwinsville Tuesday Nights Summer Concert Series, and the Annual Village Tree Lighting. The Department is headed by Parks and Recreation Supervisor.

The Senior Recreation Leader, under the general supervision of the Recreation Supervisor, assists and manages the implementation of all municipal recreation work as required. Person in this position will be expected to be self-reliant and take charge of the programs and activities assigned.

JOB DUTIES

1. Work Activities. The Senior Recreation Leader shall:

- A. Meet the needs and wants of participants and community residences; develop recreation programs and activities to fill those needs.
- B. Conduct and supervise recreational activities, special events, and programs for all ages.
- C. Work with volunteers and use public relations methods when necessary.
- D. Be in charge of supervising, scheduling and evaluating seasonal staff members.
- E. Handle money and collections of fee and registrations.
- F. Prepare both oral and written reports and program press releases as needed.
- G. Purchase, maintain and inventory supplies.

2. Recreation Programming. The Senior Recreation Leader shall:

- A. Set up programs and supervise accordingly.
- B. Contract instructors, and create contracts/agreements.
- C. Schedule building use.
- D. Prepare brochure information.
- E. Create new programs including community wide special events.
- F. Maintain a schedule of evening and weekend programs.
- G. Work with the Baldwinsville Central School District, local business and organizations.
- H. Schedule and oversee Park Attendants.
- I. Maintain schedules of park facility users including youth groups, picnic groups etc.
- J. Assist in all facets of office operations, including budget planning, payroll, vouchers, computer
- K. Operations, Town of Lysander Parks Department's website, social media, seasonal brochures, registration, ordering, banking, and inventory.
- L. Fill in for program staff when needed.
- M. Be responsible for Department during times the Supervisor is absent or away.
- N. All other jobs in the Parks and Recreation Department as required, when needed.

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- 3. Skills/Qualifications. The Senior Recreation Leader shall:**
- A. Have a working knowledge of recreation principles and practices.
 - B. Possess proficient skills in Microsoft Office, and must be able to utilize the Town's other programs.
 - C. Follow guidelines set up for programs as well as help in establishing guidelines.
 - D. Possess supervisory skills so as to supervise employees, recreation attendants as well as interact with people of all ages.
 - E. Office management skills, organizational ability, computer skills.
 - F. Be proficient using the phone system.
 - G. Be able to plan, organize and teach recreational activities.
 - H. Be creative and think "outside of the box" in relation to different programs and events.
 - I. Be available to work flexible hours as needed.
 - J. To follow oral and written instructions.
 - K. Be able to communicate clearly both orally and written, and possess social skills needed to work with the public.
 - L. Establish cordial working relationships with groups and individuals.

Minimum Qualifications.

- A. Two (2) Years of work experience, or part time equivalent, in the conduct of recreational activities or one (1) season of which have been a Recreational Leader or higher; or
- B. graduation from an accredited or New York State registered college or university with an Associate's Degree in Recreation; or
- C. Graduation from an accredited or New York State registered college or university with an Associate's Degree or successful completion of a sixty (60) Credit hours and three (3) months or one (1) season of work experience as a Recreational Leader or higher (as description in A above); or
- D. An equivalent combination of training and experience as defined by the limits of (A) and (B).

Hours required for job: Full Time: 35 hours per week
Regular hours are Monday through Friday 9:00 AM to 4:30 PM
Flexible hours required as per programs, evenings and weekends.

Starting Salary: \$30,000.00

Office: *Lysander Town Hall
8220 Loop Rd,
Baldwinsville, NY 13027*

This position is listed as a Civil Service employment opportunity, and candidates must meet the minimal qualifications as set forth by New York State.

The candidate chosen will need to take and pass the civil service test and score in the top 3.