

Notice of Job Opening

Position: Recreation Aide

Applicants must meet the requirements outlined in the enclosed job description.

*PLEASE NOTE: This position is in the competitive class and will be filled on a provisional basis pending the outcome of the civil service examination.

Department: Recreation

Number of Vacancies to be filled: 10

Rate of Pay: \$17.51 hourly rate

Schedule: 15 hours/week

Application Deadline: **Until Filled**

All applicants must submit an application online via jobs.albanyny.gov to be considered for the job opening.

Residency Requirement: YES

Per City Code § 62-1, all individuals hired by the City of Albany municipal government must be or become residents of the City of Albany within 180 days of hire. Failure to move into the City shall be deemed a voluntary resignation.

RECREATION AIDE

DISTINGUISHING FEATURES OF THE CLASS: This is routine unskilled work performed under specific instructions involving the conducting of some activity or the care of some recreation facility while in use. This position involves responsibility for the orderly conduct of participants, maintenance of facilities, issuing, collection and maintenance of equipment, and assigning areas for use as designated by a supervisor. Direct supervision is received from a Recreation Supervisor or Director. Supervision over subordinate employees is not a responsibility of this class. Working hours are for the most part evenings and weekends.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Maintains order and enforces rules and regulations at a recreational facility;
- Issues equipment and supplies;
- Maintains and prepares facilities, courts, fields, etc.;
- Performs routine custodial and minor maintenance tasks of area and equipment used;
- May collect fees or tickets when assigned;
- May open and close facilities when assigned to assist a Director or Supervisor;
- Performs other related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

- Knowledge and/or familiarity with several types of sports, games and related equipment;
- Ability to read and write;
- Ability to give and enforce simple rules and instructions;
- Ability to communicate effectively with young people;
- Ability to perform light manual tasks;
- Ability to get along well with others;
- Dependability;
- Tact and courtesy;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

None required.

Revised: 2/20/80
4/16/80
10/19/00
9/29/04