

Notice of Job Opening

Position:

Recreation Aide

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

Upon acceptance of the position, you may be permanently or temporarily assigned to other units as operationally needed, in accordance with the relevant collective bargaining agreement.

PLEASE NOTE: This position's civil service jurisdictional classification is labor.

Department:

Recreation

Vacancies to be filled:

3

Rate of Pay:

\$19.43 hourly rate

Schedule:

19 hours/week Various Shifts

Application Deadline:

Until Filled

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

Residency Preference:

Preference in hiring is given to qualified City of Albany residents. All candidates must reside in the following counties at the time of appointment and throughout their employment. Proof of residency will be required at time of appointment.

- Albany County
- Rensselaer County
- Schenectady County
- Saratoga County
- Greene County
- Columbia County
- Schoharie County

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