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Mayor

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Notice of Job Opening

Position: Recreation Assistant

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

*PLEASE NOTE that this position’s civil service jurisdictional classification is Non-competitive.

Department: Recreation

Number of Vacancies to be filled: 1

Rate of Pay: \$32,781.00/year @ 40 hours/week

Schedule: Monday – Friday

Application Deadline: 11:59 pm on Tuesday, June 1, 2021

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

Union Preference: YES

Applicants who are current members of the Albany Blue Collar Workers Union Local 1961/AFSCME NY Council 66 will be given preference over external candidates, unless the position is considered entry-level.

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.

The City of Albany is an Equal Opportunity /Affirmative Action Employer.

Posted on May 18th, 2021

RECREATION ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This routine unskilled work involves the conducting, supervision or development of some activity or the care of a recreation facility while in use. This class differs from that of a recreation aide by virtue of the fact that the incumbents usually have more experience or are required to take the lead in maintaining the activities or conduct at a recreational facility. Duties are performed under the direct supervision of a director or supervisor of a recreational program or facility. General supervision may be exercised over recreation aides.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Carries out recreational program planned for a facility by the director or supervisor;
- Maintains order and enforces rules and regulations at a recreational facility;
- Assists with the promoting and conducting of various recreation activities such as games, sports, dance, music, storytelling, special events, tournaments, etc.;
- Assists in making up schedules for sporting and special events held;
- Acts as sports official when required;
- May operate a public address system and movie projector;
- May supervise operations and maintenance of a recreational facility in the absence of the director or supervisor;
- May open and close facilities when assigned to assist a director or supervisor;
- Helps oversee seasonal program staff;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Knowledge and/or familiarity with several types of sports, games and related recreational equipment;
- Ability to devise leisure time activities for recreational program participants;
- Ability to read and write;
- Ability to supervise and enforce simple rules and regulations;
- Ability to perform light manual tasks;
- Ability to get along well with others;
- Ability to communicate effectively;
- Ability to lift a minimum of fifty (50) pounds;
- Dependability;
- Courtesy and tact;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Six months full-time paid experience in the conduct of recreation activities or its part-time or volunteer equivalent.