

## **Notice of Job Opening**

### **Position:**

#### Recreation Aide

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

\*Please note that this position's civil service jurisdictional classification is Labor.

\*\* Effective immediately, **all new hires must be vaccinated against the COVID-19 virus**, unless they have been granted a reasonable accommodation for religion or disability. If you offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the office of Human Resources.

**Department:** Department of Recreation

**Number of Vacancies to be filled:** 20

**Rate of Pay:** \$15.52/hour

Varies.

**Schedule:** Recreation Aides are part-time employees who work 15 hours per week during the hours of 4:00pm to 9:00pm (Monday – Friday) and 9:00am to 5pm (Saturday).

**Application Deadline:** **Continuous**  
All applicants must submit an application online via [jobs.albanyny.gov](https://jobs.albanyny.gov) to be considered for the job opening.

**Union Preference:** NO  
This is a non-unionized position, so current union employees do not have a hiring preference for this position.

**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 Monday, April 19, 2021.**

## **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