



VILLAGE OF COLONIE

VILLAGE HALL
2 THUNDER ROAD
COLONIE, NY 12205
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THOMAS J. TOBIN
MAYOR

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RECREATION ASSISTANT – PART TIME SEASONAL

EDWARD SIM
DEPUTY MAYOR

PATTY SCHWARZ LOCKART
TRUSTEE

JAMES M. RUBINO
TRUSTEE

ART WHITE
TRUSTEE

JAMIE L. BLOT
VILLAGE CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is beginning level work in the field of recreation or summer youth and children's programming and involves the performance of routine tasks under direct supervision. Does related duties as required.

TYPICAL WORK ACTIVITIES:

- Assists in the conduct of a program at a park, recreation center or designated field trips.
- Assists in the preparation of simple children's activities such as games, arts and crafts, music, or others.
- May assist in the conduct of special events, parties, etc.
- May assist with the chaperoning of trips and other group activities.
- Supervises the conduct of children's games and maintains order.
- Keeps records of attendance, activities, equipment, etc.
- Assists with making up schedule for special events.
- Distribute and collect equipment.
- Interact with kids and adults of the community in a positive manner.
- Assists with maintaining a clean and healthy working environment.
- May assist in the cleaning and maintenance of playground equipment and supplies.
- Assists in the minor cleaning and general maintenance of facilities.
- Additional hours, overtime and year-long employment are a possibility.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Working knowledge and familiarity with summer children's activities.
- Ability to comprehend, remember and follow detailed instructions.
- Ability to work with children of a variety of ages and in a variety of settings.
- Has an open, patient, and positive attitude with kids and coworkers.
- Has initiative and is able to work as part of a team and individually.
- Physical dexterity.
- Maintain a clean & professional appearance.
- Is punctual and has good time management skills.

MINIMUM QUALIFICATIONS:

Must be at least 18 years of age.

Must have the ability to drive to locations.

Must be able to work a flexible schedule.

Preference given to Village residents and/or applicants who live in the area year-round.