



FISHKILL RECREATION

793 Route 52, Fishkill, NY 12524 – tel. 845.831.3371 – fax 845.831.3169 – www.fishkillrecreation.com

FACILITY SUPERVISOR/RECREATION ASSISTANT

JOB REQUIREMENTS & DESCRIPTION:

Starting Rate of Pay: \$16.00-\$17.00 per hour

The Town of Fishkill Recreation Center offers high quality programming and hosts facility rentals for a variety of functions such as birthday parties, showers, family reunions, sporting events, and more. This position involves overseeing and monitoring of such activities and to perform other recreation and/or administrative related tasks as described below. Applicants should be safety conscious, energetic, professional, energetic & have experience in customer service and other recreation related areas.

DISTINGUISHING FEATURES OF THE CLASS:

This is entry-level work in the field of recreation and involves the performance of routine tasks under the direct supervision of a Recreation Leader or other higher-level employee. Work is performed under direction of the Recreation Director and Assistant Recreation Director. Supervision of other staff is not normally a responsibility of workers in this class.

MINIMUM QUALIFICATIONS:

1. Must be at least 18 years old.
2. Must be available on weeknights & weekends.
3. Must be mature, of good character, positive role model, and possess suitable personal qualifications.
4. Must be in good physical and mental health, and have the energy and emotional stability necessary to fulfill the responsibilities of the position.
5. Must be responsible, reliable, and have reliable transportation.
6. Must be qualified by training and experience to carry out their respective functions in the administration, operation and maintenance of the camp program.
7. Must attend scheduled staff trainings and meetings.
8. Must provide references.
9. Must pass all background checks including but not limited to fingerprinting, child abuse, sex offender registry, and criminal.
10. Must pass annual and random drug tests.
11. In order to complete background checks, drug tests, and references, applicants must be able to provide some or all the following:
 - a. Copy of driver's license or other government issued identification.
 - b. A statement or summary of each applicant's employment history including, but not limited to, any relevant child-caring experience; (the names, addresses and day time telephone numbers of at least three acceptable references, other than relatives, at least one of whom can verify employment history, work record and qualifications, and at least one of whom can attest to the applicant's character, habits and personal qualifications to be a school-age child care program staff member)
 - c. A sworn statement by the applicant indicating whether, to the best of the applicant's knowledge, such applicant has ever been convicted of a misdemeanor or felony in New York State or any other jurisdiction and fingerprint images as required to comply with the requirements of 413.4 of this Title; and
 - d. The information necessary to determine whether the applicant is the subject of an indicated report of child abuse and maltreatment as required by section 414.10(b)(i) of this Part.
 - e. The information necessary to determine whether the applicant is listed on the register of substantiated category one cases of abuse or neglect maintained by the Justice Center for the protection of persons with special needs, pursuant to Section 495 of the Social Services Law, as required by section 414.10(b)(1)(ii).



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TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all-inclusive and does not preclude a supervisor from assigning activities not listed that could reasonably be expected to be performed by an employee in this title.

1. Monitor and supervise the facility and activities, assisting users when necessary, and generally ensuring that the facilities are used in accordance with rules and regulations.
2. Inspect facility after use to assure that the buildings are properly vacated and secured.
3. Report needed repairs and any recommendations or problems concerning activities or facilities to appropriate staff.
4. Inform participants when activities have been cancelled, rescheduled, or relocated.
5. Book/reserve facility rentals.
6. Perform daily hazard checks.
7. May assists in conducting a program at a recreation facility, a senior citizen center, or after-school program;
8. May assists in conducting crafts, dances, tournaments, story-telling sessions, dramatics and special events, etc.;
9. May do grocery shopping and setting up for special events, e.g. senior luncheons;
10. When assigned to a recreation program, assists in instructing children in games, sports, arts and crafts, dancing, singing and other activities;
11. Keeps records of such things as attendance, activities, supplies and equipment;
12. Distributes and collects equipment.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of facilities, procedures, rules and regulations in relation to scheduling and use of facilities.
2. Knowledge of organization's programming and procedures to assist customers with questions and inquiries.
3. Skill in operating office equipment to produce work accurately and efficiently.
4. Skill in basic administrative duties and office software (ie. email & word processing)
5. Ability to learn quickly;
6. Ability to accurately conduct monetary transactions.
7. Ability to interact and get along well with adults and children;
8. Ability to understand and carry out oral and written instructions;
9. Personal characteristics necessary to perform the duties of the position;
10. Physical condition commensurate with the demands of the position.

SPECIAL REQUIREMENT:

1. May be required to complete a basic first aid, CPR, AED, Crowd Manager Training, and or other related courses and certifications.