

Title: Recreation Assistant
Brighton Senior Program – Recreation Department
Part Time: 6-12 hours per week
Salary: \$20.59 - 21.39/hour



DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for assisting recreational personnel with the daily routine tasks surrounding assigned program activities. The recreation assistant may be required to assist in a single recreation activity, or several activities. Work is performed under the direct supervision of the Senior Citizen Program Specialist, or other senior staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

- Set-up, serving, and clean-up surrounding schedule programs, including meal programs;
- Assists in the conduct of games, arts and crafts, fitness, community dances;
- Distributes and collects program equipment;
- Operates AV equipment such as Nintendo Wii, Projector, Sound System and other as needed;
- Demonstrated readiness in creating fliers, spreadsheets, and documents using Microsoft Office suite and web tools;
- Keeps records of attendance, activities, and supplies;
- Assists with specials events and programs;
- Assists with supervision of local trips and other group activities;
- Ensures the safety of all program participants;
- Safely operates/transport participants in passenger van;
- Other duties as required

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND PERSONAL CHARACTERISTICS:

Responsible for working directly with seniors, volunteers and staff in planning, organizing and supervising programs and local trips that encompass the diverse recreational, emotional and health needs of participants; the candidate must possess effective people skills, and have experience and knowledge of working with senior citizens; proficiency with Microsoft Office and internet experience is required; New York State Food Handler certification preferred, training will be provided if needed; working knowledge of a variety of recreational activities such as games, arts and crafts, fitness, social events and dramatics; working knowledge on keeping simple records; capacity to instruct participants of all ages and engagement levels; demonstrated readiness to supervise; willingness to follow directions; exercise good judgement and problem solve, resourcefulness; physical condition commensurate with the demands of the position but not limited to walking distances and lifting up to 20 lbs. on occasion.

MINIMUM QUALIFICATIONS: Must possess valid NYS Driver's License. High school graduate or equivalent. College experience and experience working with seniors preferred.

How To Apply

1. Please send an application (and resume) to:

Attention: Dara Thomson, Town of Brighton Seniors
Brighton Recreation Department
220 Idlewood Road
Rochester New York, 14618

or by email to: dara.thomson@brightonny.gov

2. Applications can be found on the Town's website at www.brightonny.gov. See "Human Resources", "Job Opportunities".

3. The Town will contact prospective applicants to schedule interviews; please do not call the Brighton Seniors/Recreation Department directly.

The Town of Brighton's Commitment and Statement to Equitable Hiring:

The Town of Brighton is committed to the centralization of diversity, equity and inclusion and is an Equal Opportunity Employer. Our dedication to cultivating a culture of belonging and inclusion is evident in all that we do. We recognize the importance of harnessing diversity and therefore acknowledge the talent, innovation, individual

differences and lived realities as unique contributions from our staff. In our quest to advance DEI efforts, the Town of Brighton welcomes job applicants without regard to age, culture, disability, ethnicity, gender expression or identity, race, religion, national citizenship or origin, family care status, marital status, pregnancy, military status, veteran status, prior criminal offense, domestic violence victim status, genetic status, limited English proficiency or any other lawfully protected status.