

**Title: Recreation Assistant – Driver Responsibilities**  
**Brighton Senior Program – Recreation Department**  
**Part Time: 4-10 hours per week**  
**Salary: \$20.59 - 21.39/hour**



**DISTINGUISHING FEATURES OF THE CLASS:** This is a driver position responsible for transporting senior participants to and from program activities in the Town owned Recreation Passenger van as needed. The Recreation Assistant may be required to assist with non-driving recreation activity support as needed. 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.)

- Safely operates/transports participants in passenger van;
- Picks up individuals at home or other facility on a timely basis;
- Ensures passengers are properly secured before starting van;
- Ensure participants enter and exit the van in a safe manner;
- Communicates effectively with participants and staff;
- Participates in-service training as needed and required;
- Adheres to policies and procedures as well as department guidelines;
- Confidence and ability to work in all weather conditions;

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Responsible for working directly with seniors, volunteers and staff in 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; training will be provided; demonstrated readiness to set-up, serve, and clean-up surrounding schedule programs; assist in the conduct of games, arts and crafts, fitness, community events; demonstrated readiness to keep simple records; demonstrated readiness to communicate effectively with participants of all ages and engagement levels; demonstrated readiness to safely transport participants; demonstrated readiness 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 and have an acceptable driving record. Familiarity with local area navigation and attractions as well as 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](mailto:dara.thomson@brightonny.gov)

2. Applications can be found on the Town's website at [www.brightonny.gov](http://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.*