



Village of Watkins Glen
303 N. Franklin Street
Watkins Glen, NY 14891
607-535-2736

Job Opening
Campground Office
Recreation Attendant
Village of Watkins Glen

LAST DATE TO FILE: Applications accepted until positions are filled. **SALARY:** \$15/hr - \$18hr.

VACANCY: The Village of Watkins Glen is accepting applications for a seasonal Recreation Attendants in our Parks & Recreation Department for the campground office.

HOW TO APPLY: Interested candidates must submit an original Civil Service “Application for Employment and/or Examination” to Schuyler County Civil Service office, 105 Ninth St., Unit 21, Watkins Glen, NY 14891. For convenience you can continue to mail, email, fax or use the drop box for application submission, or you can visit the office directly.

RESIDENCY REQUIREMENT: Candidates must have been legal residents of Schuyler or a contiguous (Chemung, Seneca, Steuben, Tompkins and Yates) county for at least one month immediately preceding the date of application.

DISTINGUISHING FEATURES OF THE CLASS: Performs routine work in connection with operating a campground. This is routine work performed under the supervision of a Parks and Recreation Coordinator, Superintendent of Village Parks & Recreation or another supervisor. Does related work as required.

TYPICAL WORK ACTIVITIES:

Processes camping reservations. Taking payments and assisting with processing paperwork for Summer Recreation, campground, skating and other events. Keeps records and makes reports; Answers incoming calls and in person inquiries; Issues and collects equipment and supplies.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Ability to read and write; ability to keep simple records; ability to give and enforce simple instructions; ability to perform light manual labor; the ability to get along well with others. Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: None

Applications and announcements are available at www.schuylercounty.us or the Schuyler County Civil Service Office 105 Ninth St., Unit 21, Watkins Glen, NY 14891

Date Issued: April 1, 2025