



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

Job Opening  
Summer Recreation Program  
**Summer Recreation Assistant**  
Village of Watkins Glen

**LAST DATE TO FILE:** Applications accepted until positions are filled.

**SALARY:** \$20/hr - \$22/hr.

**VACANCY:** The Village of Watkins Glen is accepting applications for a seasonal Summer Recreation Assistant in our Parks & Recreation Department for our Summer Recreation Program.

**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:** This work involves the responsibility for assisting the Summer Youth Supervisor to plan, organize, and instruct arts and crafts projects to school-aged children and supervision of these children during the art and craft activities for the Summer Recreation Program. This position is under the direct supervision of the Summer Youth Supervisor or the Superintendent of Parks and Recreation. The incumbent will be responsible for the general supervision of Summer Student Aides and Recreation Attendants who are assigned to this activity. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Assist with planning, organizing and instructing arts and crafts activities; Supervision of children during arts and crafts activities for the Summer Recreation Program; Responsible for proper care and storage of materials during time program is in operation; Supervise Summer Student Aides.

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

Working knowledge of arts and crafts projects suitable for school aged children; Ability to plan and organize arts and crafts projects; Ability to communicate, understand and supervise school aged children; Ability to understand and interpret oral instructions and/or written directions; Ability to deal courteously and tactfully with the public; Good powers of observation; Integrity and good judgment; Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A. Graduation from high school or possession of a high school equivalency diploma; AND
- B. Must have 6 months experience in the supervision or instruction of children in an organized setting. This could include nursery schools and daycare facilities, teacher's assistants, teacher's aides, certified educators, or in a related field in a public or private school setting.

Applications and announcements are available at [www.schuylercounty.us](http://www.schuylercounty.us) or the  
Schuylers County Civil Service Office 105 Ninth St., Unit 21, Watkins Glen, NY 14891

**Date Issued: February 24, 2023**