



Village of Watkins Glen

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

Job Opening
Summer Recreation Program
Summer Youth Supervisor
Village of Watkins Glen

LAST DATE TO FILE: Applications accepted until positions are filled. **SALARY:** \$22/hr - \$24hr.

VACANCY: The Village of Watkins Glen is accepting applications for a seasonal Summer Youth Supervisor 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: Supervises the Summer Recreation Assistant and one or more summer aides in the Youth Summer Work Program or Summer Recreation Program. This position involves making assignments and supervising the work of the Assistant and student aides under the summer program; the work is performed under the direct supervision of the agency supervisor or Superintendent of Parks and Recreation. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assignments of daily tasks; Keeps records of work done by aides; Ensures safety measures are observed; Prepares reports, written or oral for agency supervisor; Evaluates and assesses summer aides.

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

Ability to work with youth and employer; personality, ambition and friendliness; energy; initiative; able to take directions and to plan and issue directions to others.

MINIMUM QUALIFICATIONS: Either:

- A. Completion of a minimum of 30 semester credit hours in a regionally accredited or New York State regional college or university; or
- B. Six months full time paid experience in human services, employment program or supervisory capacity; or
- C. Any equivalent combination of training and experience in A. and B. above.

Applications and announcements are available at www.schuylerville.com or the
Schuylerville Civil Service Office 105 Ninth St., Unit 21, Watkins Glen, NY 14891

Date Issued: April 1, 2025