

PLEASE POST CONSPICUOUSLY

February 1, 2010

TO: All City of Albany Departments & Divisions

SUBJECT: Notice of Job Opening –

Recreation Aide
Department of Recreation
Arbor Hill Community Center

The **Department of Recreation – Arbor Hill Community Center** has one (1) vacancy for the position of **Recreation Aide** at the rate of **\$12.36/per hour @ 19 hours/week**. The schedule for this position is as follows:

Days and Times Vary

Applicants must meet the requirements as outlined in the attached job description. This is a Labor class Civil Service position.

Anyone who is interested in applying for this job should forward a resume AND application to City of Albany, Department of Administrative Services, **City Hall Room 301, Albany, New York 12207** to be received no later than **Wednesday, February 17, 2010**.

PLEASE POST FOR 10 (TEN) BUSINESS DAYS UNTIL
WEDNESDAY, FEBRUARY 17, 2010

An Equal Opportunity/Affirmative Action Employer

RECREATION AIDE

DISTINGUISHING FEATURES OF THE CLASS: This is routine unskilled work performed under specific instructions involving the conducting of some activity or the care of some recreation facility while in use. This position involves responsibility for the orderly conduct of participants, maintenance of facilities, issuing, collection and maintenance of equipment, and assigning areas for use as designated by a supervisor. Direct supervision is received from a Recreation Supervisor or Director. Supervision over subordinate employees is not a responsibility of this class. Working hours are for the most part evenings and weekends.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Maintains order and enforces rules and regulations at a recreational facility;
- Issues equipment and supplies;
- Maintains and prepares facilities, courts, fields, etc.;
- Performs routine custodial and minor maintenance tasks of area and equipment used;
- May collect fees or tickets when assigned;
- May open and close facilities when assigned to assist a Director or Supervisor;
- Performs other related work as required.

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

- Knowledge and/or familiarity with several types of sports, games and related equipment;
- Ability to read and write;
- Ability to give and enforce simple rules and instructions;
- Ability to communicate effectively with young people;
- Ability to perform light manual tasks;
- Ability to get along well with others;
- Dependability;
- Tact and courtesy;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

None required.

Revised: 2/20/80
4/16/80
10/19/00
9/29/04