



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

Job Opening
Summer Recreation Program
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 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: Performs routine work in connection with a recreation program. This is routine work performed under the supervision of a Summer Youth Supervisor, Parks and Recreation Coordinator, Park Manager or another supervisor. Does related work as required.

TYPICAL WORK ACTIVITIES:

Supervises and instructs children in recreation or arts and crafts activities; Maintains order and enforces rules and regulations; Maintains and prepares recreational facilities and/or equipment; Keeps records and makes reports; Assigns courts and other facilities; Collects tickets and fees; Processes camping reservations; 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: February 24, 2023