

# NOTICE OF VACANCY

**Title:** Recreation Assistants – Seasonal positions available for after-school programs at the Everett Hodge Center and the Rondout Center.

**Salary:** \$11.00/hour

**Classification:** Non-competitive

**Distinguishing Features of the Class:** The work involves responsibility for the performance of varied routine duties in a recreation or youth program. These are seasonal positions in a child or youth program and involves assisting and guiding participants in a youth activity, insuring their safety and performing a variety of duties which provide support to a youth facility or program. Often, the incumbent assists a more senior staff member in leading a group activity such as arts and crafts, play time, homework, board games & sports, etc. The work is performed under the general supervision of a higher level employee.

**Required Knowledge Skills and Abilities:**

Ability to gain a working knowledge of first aid procedures and to apply this knowledge; ability to motivate and to keep the interest of children; ability to get along well with others; ability to read and write; proficient in computer use; ability to understand and carry out simple oral and written directions; willingness to work outdoors; willingness to perform manual labor; physical condition commensurate to the demands of the position.

**Minimum Qualifications:**

It shall be the responsibility of the appointing authority to ensure the compliance with all age, training, and physical capability requirements and/or other certifications that may be required by state or local codes including Subparts 6-1 and 6-2 of the New York State Sanitary Code.

**Applications:**

Applications are being accepted in the the Civil Service Office in City Hall, Ground Floor, 420 Broadway, Kingston, NY 12401 or on our website at [www.kingston-ny.gov](http://www.kingston-ny.gov) under the Employment tab.

*This posting is for filling seasonal positions. Preference may be given to City of Kingston residents. For more information about Civil Service employment call (845) 334-3921.*

*The City of Kingston is an Equal Opportunity/Affirmative Action Employer*