



**March 29, 2021**

## **JOB NOTIFICATION**

### **RECREATION PROGRAM ASSISTANT**

The Town of Queensbury is seeking a Recreation Program Assistant responsible for the planning, organizing and supervision of assigned recreation programs and facilities. The Recreation Program Assistant works closely with program staff and administration to establish and manage a year-round program schedule. Candidates for this full-time position within the Department of Parks & Recreation should possess excellent written and verbal communication skills. The position requires weekend and evening work, as well as some holidays. Performs related work as required.

#### **GENERAL WORK ACTIVITIES:**

- Assist in the daily management of recreational programs and, as assigned, assumes full responsibility for the administration of specific programs and activities.
- Recruits, hires, trains, schedules and supervises subordinate staff and volunteers for programs and activities under his/her direction

#### **MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma and:

- a. Bachelor and/or Associates degree in Recreation and Park Administration, leisure studies or related field; or
- b. Two years of Recreation Program and or Parks and Recreation administration experience; or
- c. Any equivalent combination of training and experience as defined in (a) or (b) above. Position is a provisional appointment and requires successful completion of a competitive examination through Warren County Civil Services.

#### **INTERESTED CANIDATES REPLY TO:**

Steve Lovering, Director of Parks and Recreation  
Town of Queensbury, 742 Bay Rd., Queensbury, NY 12804

**DEADLINE:** Monday, April 12, 2021

**SALARY:** Salary range Mid to High \$40k – *based on experience*

