**Assistant Recreation Director F/T (35 hour week) – Town of Pleasant Valley**

Assists in planning, organizing and keeping records for recreation activities including sports, arts and crafts, field trips and special interest activities.

Ability to work with people of different age groups and backgrounds; ability to follow detailed oral and written instructions.

**Requirements**

Graduation from high school, associate’s degree and/or one (1) year of experience which involved conducting, organizing, and leading recreation activities.

This position may include duties not listed, to adhere to local, state, and government standards as well as the ever changing nature of the position.

**Compensation** Dependent on experience

Interested candidates please drop off, email, or mail resume by 10/7/22 to:

Town of Pleasant Valley

Town Clerk

1554 Main Street, Pleasant Valley, NY 12569

[**townclerk@pleasantvalley-ny.gov**](mailto:townclerk@pleasantvalley-ny.gov)

For more information, please contact Sandra Coe, Pleasant Valley Recreation Director – 845-635-1111x203 or scoe@pleasantvalley-ny.gov