



Town of Lewisboro

Parks & Recreation Department



Nicole Caviola
Recreation Supervisor

WE ARE ACTIVELY RECRUITING FOR THE POSITION OF

PART – TIME RECREATION ASSISTANT

TO: Interested Parties
FROM: Nicole Caviola, Recreation Supervisor
DATE: February 28, 2024
RE: **Employment Opportunity – Recreation Assistant**

The Town of Lewisboro is seeking a highly motivated and qualified professional to fill the position of Recreation Assistant. The Town anticipates filling this position with an expected start date of May 6, 2024.

Please forward the attached job description to individuals who might be qualified and interested in this position. Thank you.

Individuals who would like to be considered for this position should send a cover letter and resume to:

Nicole Caviola, Recreation Supervisor
Town of Lewisboro Parks and Recreation Department
99 Elmwood Road
South Salem, New York 10590

Deadline for resumes: Friday, March 15, 2024

TOWN OF LEWISBORO PARKS AND RECREATION
DEPARTMENT

Duties of the Recreation Assistant

It is expected that the Recreation Assistant be familiar with most aspects of the department's operation. Emphasis will be on the following duties. This listing is not developed as all inclusive and additional duties may be assigned as circumstances warrant.

1. Assists with the coordination, administration, and implementation of recreation programs.
2. Participates in the development of the department's three seasonal brochures, program flyers, press releases and promotional material with the implemented public relations programs.
3. Assists in the selection, supervision and training of part-time and seasonal staff.
4. Assists with the generation of correspondence, memoranda, reports and/or other information of a routine nature; i.e., form letters, pre-formatted documents/forms, etc. using a word processor and various software applications;
5. Assists with financial records, accounts payable, and payroll (as needed).
6. Assists with general administrative/clerical support to enhance the operation of the department and assists the public in the Recreation Department Office;
7. Assists with the organization of facility usage, i.e. master calendar, school programs, outside usage and rentals.
8. Provides information to the public, in person and over the phone, about programs, procedures, and all other aspects of parks and recreation.

NOTE: This is a non-competitive Civil Service position. Please visit the following website:
www.westchestergov.com/hr/jobspecs/ljs/local/R/RECREATIONASSISTANT.pdf to view required knowledge, skills, abilities and attributes **and** minimum acceptable training and experience.

It is anticipated that this position will require some evening and weekend hours, with overtime opportunities.

Salary: \$26.66 p/h through 12/31/24, \$27.46 p/h effective 1/1/2025
(per union contract)

Benefits: Paid Holidays (on scheduled workdays)
Discount on programs and facility permits.
New York State Retirement System membership
Potential opportunity of advancement to full-time employment.
NO HEALTH BENEFITS INCLUDED

Schedule – **May 1st – August 31st – Full Time 35 hours a week**
Monday-Friday; 9AM-5PM

September 1st – April 30th – Part-time 17.5 hours a week
Wednesdays & Fridays; 9AM-5PM,
Tue or Thu; 9AM-12:30PM or 1:30PM-5:00PM