



Town of Lewisboro

Parks & Recreation Department



Nicole Caviola
Recreation Supervisor

WE ARE ACTIVELY RECRUITING FOR THE POSITION OF

RECREATION ASSISTANT—SENIOR ADULT PROGRAM

TO: Interested Parties
FROM: Nicole Caviola, Recreation Supervisor
DATE: February 11, 2025
RE: **Employment Opportunity –
Recreation Assistant-Senior Adult Program**

The Town of Lewisboro is seeking a highly motivated and qualified professional to fill the position of Recreation Assistant for our Senior Adult Program. The Town anticipates filling this position with an expected start date of April 15, 2025.

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, February 28, 2025

TOWN OF LEWISBORO PARKS AND RECREATION DEPARTMENT

Duties of the Recreation Assistant assigned to the Senior Adult Program

It is expected that the Recreation Assistant has specific responsibility for planning, organizing, coordinating and implementing recreation services, activities, programs, and outreach services for senior citizens in a municipality. The Recreation Assistant is responsible for providing and/or coordinating transportation for those in need. This listing is not developed as all inclusive and additional duties may be assigned as circumstances warrant.

1. Assist in the planning, coordination, and implementation of programs tailored to the needs and interests of senior citizens.
2. Provide instruction and support for seniors to engage in enrichment activities such as arts, music, drama, dance, crafts, games, adult education, and more.
3. Assist in preparing budget estimates for the senior citizen program, including personnel, equipment, and supplies.
4. Serve as a public information resource regarding the senior citizens program.
5. Assist in organizing and directing special events for seniors, such as trips, bazaars, and outings.
6. Collaborate with program staff to identify needs for outreach, transportation, and other supportive services.
7. Use computer applications such as spreadsheets, word processing, email, and databases to perform work assignments.
8. Assist with the preparation of monthly and semi-annual transportation reports.
9. Perform general office work related to the senior program.
10. Provide guidance and assistance to seniors in navigating personal services such as housing, Medicare, and social security.
11. Coordinate transportation arrangements for seniors to access shopping and medical appointments.
12. Maintain a database of local and county resources.
13. Assist residents with community referrals and service arrangements.
14. Assist in coordinating meals and activities for the Town's Nutrition Program.
15. Assist with volunteer participation among seniors in the center and community.
16. Assist in scheduling and monitoring transportation services for seniors, ensuring accessibility to programs.
17. Operate a vehicle for transporting seniors, assisting passengers as needed, and maintaining vehicle cleanliness.

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:

April 15th, 2025	\$21.97 - \$27.46 p/h (per union contract)
Sept. 1st, 2025	\$25.89 p/h; \$47,127 per year (pro-rated) Approx. 2-3% increase January 1 st (Anticipated per union)
April 15th, 2026	\$29.13 p/h; \$53,018 per year (pro-rated) Additional approx. 2-3% increase (Anticipated per union)
April 15th, 2027	\$32.37 p/h; \$58,909 per year (pro-rated) Additional approx. 2-3% increase (Anticipated per union)

Benefits:

April 15th, 2025, Paid Holidays (on scheduled workdays)
Discount on programs and facility permits.
New York State Retirement System membership
Advancement to full-time employment in September.
NO HEALTH BENEFITS INCLUDED

September 1st, 2025, Paid Holidays
Discount on programs and facility permits.
New York State Retirement System membership
NYSHIP Health Insurance Plan or \$4,000 buyout option
Dental insurance & reimbursements
Health & Wellness allowance

**Schedule – 35 hours a week
Monday-Friday; 9AM-5PM**