

Westchester County Department of Parks, Recreation and Conservation

Duties of the Recreation Assistant (PART TIME)

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. Under the general supervision of the Recreation Supervisor, performs a variety of tasks assisting in the scheduling and conducting of recreational and athletic activities.
2. Lead instructor for our Fit-Mobile mobile program. This program is a mobile health and fitness program that travels throughout Westchester County visiting parks, pools and beaches with a variety of equipment and games, such as hula hoops, jump ropes, soccer balls, Frisbees, an agility ladder, and sacks for old-fashioned competitive races, along with useful information on how to eat healthy.
3. Assists with the generation of after program reports, financials, and payroll (as needed).
4. Provides information to the public, in person and over the phone, about programs, procedures, and all other aspects of the Recreation division.

Special Requirements:

Candidate must have a valid driver's license and be available to work certain evening and weekend hours.

Salary: \$20.00/hr

Benefits: NO HEALTH BENEFITS INCLUDED

Schedule: April 29th – October 31st (28 -35 hours per week)