



CITY OF BUFFALO
 DEPARTMENT OF
 PUBLIC WORKS, PARKS & STREETS



BYRON W. BROWN
 MAYOR

STEVEN J. STEPNIAK
 COMMISSIONER

MICHAEL J. FINN, P.E.
 CITY ENGINEER

CIVIL SERVICE JOB OPENING

November 7, 2016

Title of Position: Community Recreation Aide
 Number of Vacancies: One (1) (Temporary)
 Salary Range: \$39,047 - \$43,532
 Location: Division of Parks

Duties: Assists in routine phases of recreation/social activities in playgrounds or community centers and swimming pools. Assists in maintaining and marking of courts, diamonds and fields. Personally participates in recreational activities to lead, motivate and assist participants in activities; acts as an official timer, scorekeeper or referee. Maintains order and discipline in centers, rinks, pools and playgrounds. Monitors the distribution and collecting of various recreational equipment and supplies. Performs custodial work at recreational facilities. Performs minor clerical duties. Performs related work as required.

MINIMUM QUALIFICATIONS:

Six months of full time work experience in the area of group recreational activities.
(SUBSTITUTION FOR WORK EXPERIENCE: EDUCATION COURSE (3CREDIT HOURS) IN PHYSICAL EDUCATION OR A CLOSELY RELATED FIELD. PROOF OF THIS EDUCATIONAL REQUIREMENT MUST BE PRESENTED AT TIME OF FILING APPLICATION.)

NOTE: Verifiable part-time/volunteer experience will be pro-rated to meet full time experience requirements.

All applicants must submit a resume specifically detailing all relevant experience to Jason C. Shell, Administrator, 65 Niagara Square, Room 511 City Hall, Buffalo NY 14202, or by email at jshell@city-buffalo.com by Monday, November 21, 2016.


 Steven J. Stepniak
 Commissioner