

JOB OPENING

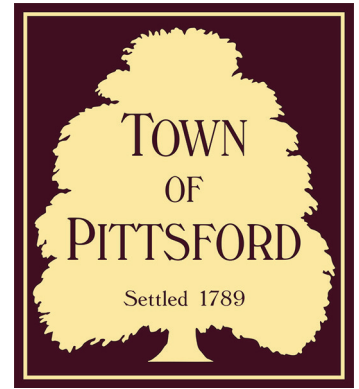
Recreation Department

Position: Program Director - Child Watch

(Part-Time)

Posted: November 02, 2021

Deadline: December 01, 2021



The Town of Pittsford has an opening for the position listed above.

The Town of Pittsford Recreation Department has an opening in the Child Watch program for Program Director. The Child Watch program is for children 2 - 5 years old. The Program Director will plan and implement age appropriate activities for program participants. This individual must be outgoing, personable, and creative. Job responsibilities include: creating daily schedules, delegating responsibilities to child watch counselors, and maintaining daily/weekly records and program documents. The Program Director must be actively engaged with program participants, parents, and staff.

This is a leadership position involving responsibility for overseeing recreational personnel with the daily routine tasks surrounding assigned program activities. Employees of this class are required to lead a single recreation activity or several activities. Work is performed under the supervision of a Recreation Supervisor. Does related work as required.

Typical work activities include (All need not be performed in a given position. Other related activities may be performed although not listed): Supervises and leads in the conduct of games and arts and crafts; distributes and collects equipment; supervises instruction of activities; supervises the recreation activities of participants; maintains safety and order.

Candidates must possess a working knowledge of a variety of recreational activities such as games, arts and crafts, and sports; working knowledge of the equipment available for recreational use and its operation; ability to keep simple records; ability to instruct participants at all age levels; ability to supervise; ability to follow directions; resourcefulness; physical condition commensurate with the demands of the position.

Hours are Monday - Friday, 8:30AM-12:30PM and may vary; additional hours for program planning are available.

Candidates should have experience working with children, strong communication skills, and the ability to multi-task. A degree in Education, or a related field, is preferred.

Starting rate for this position is \$16.11 per hour commensurate with experience.

You may contact Christine Winter at (585)248-6283 or email cwinter@townofpittsford.org for more information.

Responding to the Town of Pittsford residents for information and concerns is an important aspect of this job. The candidate must have the ability to communicate effectively with the general public and act as a representative for the Town of Pittsford.

Employees need not be residents of the Town of Pittsford, but shall be required to maintain their primary residence within the County of Monroe or the adjoining counties of Wayne, Ontario, Livingston, Genesee and Orleans within the State of New York. Monroe County Civil Service residency requirements overrule the Town of Pittsford residency for provisional and competitive positions.

The Town of Pittsford provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type with regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Background checks are required for all employment in the Town of Pittsford. All offers will be subject to successful completion of an acceptable background check.

Interested candidates should send an application, cover letter & resume by mail, email or fax to:

Town of Pittsford
11 South Main Street
Pittsford, NY 14534
Attn: Personnel Department

Email to: cfleming@townofpittsford.org

Fax to: (585) 248-6247

For an employment application, click [HERE](#)