

Job Title:	Waterfront Director	Department/Group:	Recreation
Location:	Sandstoner & Postwood Park	Travel Required:	To and From Beaches
Level/Salary Range:	\$15.00 per hour	Position Type:	Part-time (6/10-8/23)
Date Posted:		Posting Expires:	5/15/19
Applications Accepted By:			
EMAIL: Trey Smutz, Director: tsmutz@vi.potsdam.ny.us Subject Line: Summer Rec 2019		MAIL: Village of Potsdam Box 5168 Potsdam, NY 13676 Attn: Summer Recreation	
Job Description			
ROLE AND RESPONSIBILITIES			
<ul style="list-style-type: none"> • Direct and supervise activities at Postwood and Sandstoner Park, including the waterfront, bathhouse, picnic/play areas. • Responsible for supervising and scheduling all Lifeguards, along with obtaining copies of all certifications. • Coordinate the swimming lessons held in conjunction with the Summer Recreation Program. • Also responsible for compiling all lifeguard timesheets for each 2-week period and submitting to Director/HR. • May be responsible for overseeing specific recreational field trips (i.e. Water Safari). 			
QUALIFICATIONS AND EDUCATION REQUIREMENTS			
<ul style="list-style-type: none"> • Must be certified in Lifeguard Training, WSI, and current CPR with experience in waterfront supervision. Head Lifeguard card is also required. • Must be available to work from June 10th through August 23rd, 2019 and the lifeguard orientation date TBD. 			
PREFERRED SKILLS			
Must be 21 years or older and have experience working with small children.			
ADDITIONAL NOTES			
1 Position Available			

Job Title:	Head Lifeguard	Department/Group:	Recreation
Location:	Sandstoner & Postwood Park	Travel Required:	To and From Beaches
Level/Salary Range:	\$13.00 per hour	Position Type:	Part-time (6/10-8/23)
Date Posted:		Posting Expires:	5/15/19
Applications Accepted By:			
EMAIL: Trey Smutz, Director: tsmutz@vi.potsdam.ny.us Subject Line: Summer Rec 2019		MAIL: Village of Potsdam Box 5168 Potsdam, NY 13676 Attn: Summer Recreation	
Job Description			
<p>ROLE AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Under close supervision of the Waterfront Director, perform professional duties in ensuring effective performance of lifeguard functions. • Assists in training, scheduling, and appraising of lifeguards. • Orients new lifeguards to job duties and responsibilities. • Coordinates in ensuring safety of patrons in and around waterfront and monitoring swimmers, enforcing all safety rules. • Various other duties as directed. <p>QUALIFICATIONS AND EDUCATION REQUIREMENTS</p> <ul style="list-style-type: none"> • Lifeguard Training and WSI (preferred) with current CPR required. • Must be available to work from June 10th through August 23rd, 2019 and the lifeguard orientation date TBD. <p>PREFERRED SKILLS</p> <p>Must be 18 years or older. Lifeguard experience or previous lifeguard supervisory experience preferred.</p> <p>ADDITIONAL NOTES</p> <p>1-2 Positions Available</p>			

Job Title:	Lifeguard	Department/Group:	Recreation
Location:	Sandstoner & Postwood Park	Travel Required:	To and From Beaches
Level/Salary Range:	\$11.50 per hour	Position Type:	Part-time (6/10-8/23)
Date Posted:		Posting Expires:	5/15/19
Applications Accepted By:			
EMAIL: Trey Smutz, Director: tsmutz@vi.potsdam.ny.us Subject Line: Summer Rec 2019		MAIL: Village of Potsdam Box 5168 Potsdam, NY 13676 Attn: Summer Recreation	
Job Description			
<p>ROLE AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Coordinates in ensuring safety of patrons in and around waterfront and monitoring swimmers, enforcing all safety rules. • Patrol the waterfront. Also assist with swimming lessons and supervise the children on the bus runs. • Various other duties as directed including raking sand, cleaning debris from the beach, cleaning bath rooms as needed. <p>QUALIFICATIONS AND EDUCATION REQUIREMENTS</p> <ul style="list-style-type: none"> • Lifeguard Training and WSI (preferred) with current CPR required. Experience working with children. • Must be available to work from June 10th through August 23rd, 2019 and the lifeguard orientation date TBD. <p>PREFERRED SKILLS</p> <p>Must be 16 years or older.</p> <p>ADDITIONAL NOTES</p> <p>6 Positions Available</p>			

Job Title:	Lifeguard Assistant	Department/Group:	Recreation
Location:	Sandstoner & Postwood Park	Travel Required:	To and From Beaches
Level/Salary Range:	\$11.25 per hour	Position Type:	Part-time (6/10-8/23)
Date Posted:		Posting Expires:	5/15/19
Applications Accepted By:			
EMAIL: Trey Smutz, Director: tsmutz@vi.potsdam.ny.us Subject Line: Summer Rec 2019		MAIL: Village of Potsdam Box 5168 Potsdam, NY 13676 Attn: Summer Recreation	
Job Description			
<p>ROLE AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Coordinates in ensuring safety of patrons in and around waterfront and monitoring swimmers, enforcing all safety rules. • Patrol the waterfront. Also assist with swimming lessons and supervise the children on the bus runs. • Various other duties as directed including raking sand, cleaning debris from the beach, cleaning bath rooms as needed. <p>QUALIFICATIONS AND EDUCATION REQUIREMENTS</p> <ul style="list-style-type: none"> • Lifeguard Training and WSI (preferred) with current CPR required. Experience working with children. • Must be available to work from June 10th through August 23rd, 2019 and the lifeguard orientation date TBD. <p>PREFERRED SKILLS</p> <p>Must be 16 years or older.</p> <p>ADDITIONAL NOTES</p> <p>6 Positions Available</p>			

Job Title:	Substitute Lifeguard	Department/Group:	Recreation
Location:	Sandstoner & Postwood Park	Travel Required:	To and From Beaches
Level/Salary Range:	\$11.25 per hour	Position Type:	Part-time (6/10-8/23)
Date Posted:		Posting Expires:	5/15/19
Applications Accepted By:			
EMAIL: Trey Smutz, Director: tsmutz@vi.potsdam.ny.us Subject Line: Summer Rec 2019		MAIL: Village of Potsdam Box 5168 Potsdam, NY 13676 Attn: Summer Recreation	
Job Description			
<p>ROLE AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Be on-call to assist with lifeguarding duties in the event that extra personnel is required, or if someone is missing or unavailable to work. • Coordinates in ensuring safety of patrons in and around waterfront and monitoring swimmers, enforcing all safety rules. • Various other duties as directed. <p>QUALIFICATIONS AND EDUCATION REQUIREMENTS</p> <ul style="list-style-type: none"> • Lifeguard Training and WSI (preferred) with current CPR required. Experience working with children. • Must be available to work from June 10th through August 23rd, 2019 and the lifeguard orientation date TBD. <p>PREFERRED SKILLS</p> <p>Must be 16 years or older.</p> <p>ADDITIONAL NOTES</p> <p>Multiple Positions Available</p>			

Job Title:	Summer Rec Program Leader	Department/Group:	Recreation
Location:	Sandstoner & Postwood Park	Travel Required:	To and From Pine Street
Level/Salary Range:	\$13.00 per hour	Position Type:	Part-time (6/17-8/2)
Date Posted:		Posting Expires:	5/15/19
Applications Accepted By:			
EMAIL: Trey Smutz, Director: tsmutz@vi.potsdam.ny.us Subject Line: Summer Rec 2019		MAIL: Village of Potsdam Box 5168 Potsdam, NY 13676 Attn: Summer Recreation	
Job Description			
ROLE AND RESPONSIBILITIES			
<ul style="list-style-type: none"> • This position is responsible for a variety of administrative and programming duties related to the effective operations of the department and the delivery of those services to the public. • Provides assistance and information for all department and building related inquiries and supervises seasonal staff in rec activities in the absence of the Recreation Director, Building Maintenance Manager, or Waterfront Director. • Develops, implements and coordinates youth and adult enrichment programs, as well as aiding the staff and activities of the Summer Recreation Program. • Act as beach liaison to help schedule and organize beach days from large in-coming groups/schools. • Help with the promotion of Kayak and Paddleboard Rentals. 			
QUALIFICATIONS AND EDUCATION REQUIREMENTS			
<ul style="list-style-type: none"> • Must be available to work from June 24th through August 2nd, 2019 and the orientation date TBD. 			
PREFERRED SKILLS			
Must be 18 years or older. Prior Summer Recreation employment preferred.			
ADDITIONAL NOTES			
1 Position Available			

Job Title:	Pre-School & Playground Supervisor	Department/Group:	Recreation
Location:	Sandstoner Park, (8:30-Noon, M-F)	Travel Required:	To and From Pine Street
Level/Salary Range:	\$12.50 per hour (DOE)	Position Type:	Part-time (6/24-8/2)
Date Posted:		Posting Expires:	5/15/19
Applications Accepted By:			
EMAIL: Trey Smutz, Director: tsmutz@vi.potsdam.ny.us Subject Line: Summer Rec 2019		MAIL: Village of Potsdam Box 5168 Potsdam, NY 13676 Attn: Summer Recreation	
Job Description			
<p>ROLE AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Experience working with playground activities and supervising personnel. • Communicator with parents and children upon arrival on individual plans and dismissal options. • Assist with pick-up and drop off of children, bus scheduling changes, and field trips. • Various other duties as directed. <p>QUALIFICATIONS AND EDUCATION REQUIREMENTS</p> <ul style="list-style-type: none"> • Must be available to work from June 24th through August 2nd, 2019 and the orientation date TBD. <p>PREFERRED SKILLS</p> <p>Must be 16 years or older.</p> <p>ADDITIONAL NOTES</p> <p>1 Position Available</p>			

Job Title:	Pre-School & Playground Supervising Assistant	Department/Group:	Recreation
Location:	Sandstoner Park, (8:30-Noon, M-F)	Travel Required:	To and From Pine Street
Level/Salary Range:	\$11.50 per hour	Position Type:	Part-time (6/24-8/2)
Date Posted:		Posting Expires:	5/15/19
Applications Accepted By:			
EMAIL: Trey Smutz, Director: tsmutz@vi.potsdam.ny.us Subject Line: Summer Rec 2019		MAIL: Village of Potsdam Box 5168 Potsdam, NY 13676 Attn: Summer Recreation	
Job Description			
<p>ROLE AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Experience working with playground activities and supervising personnel. • Assist the Pre-school and Playground Supervisor with daily responsibilities and fill-in during their absence. • Various other duties as directed. <p>QUALIFICATIONS AND EDUCATION REQUIREMENTS</p> <ul style="list-style-type: none"> • Must be available to work from June 24th through August 2nd, 2019 and the orientation date TBD. <p>PREFERRED SKILLS</p> <p>Must be 16 years or older.</p> <p>ADDITIONAL NOTES</p> <p>1 Position Available</p>			

Job Title:	Playground Leader	Department/Group:	Recreation
Location:	Sandstoner Park, (8:30-Noon, M-F)	Travel Required:	To and From Pine Street
Level/Salary Range:	\$11.25 per hour	Position Type:	Part-time (6/24-8/2)
Date Posted:		Posting Expires:	5/15/19
Applications Accepted By:			
EMAIL: Trey Smutz, Director: tsmutz@vi.potsdam.ny.us Subject Line: Summer Rec 2019		MAIL: Village of Potsdam Box 5168 Potsdam, NY 13676 Attn: Summer Recreation	
Job Description			
<p>ROLE AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Instruct, organize and carry out playground activities with the children in the program. • Promote positive reinforcement and the inclusion of everyone's opportunity to participate. • Assist with field trip and various other duties as directed. <p>QUALIFICATIONS AND EDUCATION REQUIREMENTS</p> <ul style="list-style-type: none"> • Demonstrates the ability to work with children and interest in carrying out playground activities and weekly programs. • Must be available to work full time from June 24th through August 2nd, 2019 and the orientation date TBD. <p>PREFERRED SKILLS</p> <p>Must be 16 years or older.</p> <p>ADDITIONAL NOTES</p> <p>6 Positions Available</p>			

Job Title:	Maintenance Assistant	Department/Group:	Recreation
Location:	Sandstoner & Postwood Park	Travel Required:	To and From Pine Street
Level/Salary Range:	\$11.25 per hour	Position Type:	Part-time (6/10-8/2)
Date Posted:		Posting Expires:	5/15/19
Applications Accepted By:			
EMAIL: Trey Smutz, Director: tsmutz@vi.potsdam.ny.us Subject Line: Summer Rec 2019		MAIL: Village of Potsdam Box 5168 Potsdam, NY 13676 Attn: Summer Recreation	
Job Description			
<p>ROLE AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> Perform maintenance tasks as assigned by the Building Maintenance Manager and Recreation Director. <p>QUALIFICATIONS AND EDUCATION REQUIREMENTS</p> <ul style="list-style-type: none"> Experience in general maintenance work such as lawn mowing, painting, cleaning and other related tasks. Must be available to work full time from June 24th through August 2nd, 2019 and the orientation date TBD. <p>PREFERRED SKILLS</p> <p>Must be 16 years or older.</p> <p>ADDITIONAL NOTES</p> <p>1 Position Available. With concerns to equipment usage, preference may be given to those over 18 years of age.</p>			