



TOWN OF NEW BALTIMORE

County of Greene
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Hannacroix, N.Y. 12087

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TO: CATSKILL DAILY MAIL
FROM: JANET BROOKS, TOWN CLERK
DATE: FEBRUARY 27, 2013
RE: JOB POSTING

Please publish the below in one issue of Catskill Daily Mail the week of Feb 27, and one issue the week of Mar 6. Please provide affidavit of posting.

SEEKING SUMMER REC DIRECTOR

The Town is seeking to hire a Summer Rec Director to fundraise, plan and run its annual four-week, 830am-12noon summer youth program.

Interested applicants may submit application and cover letter to the New Baltimore Town Clerk, 3809 CR51, Hannacroix, NY 12087 on or before March 15, 2013, 4:00pm. An application is available from the Town Clerk, clerk@townofnewbaltimore.org, or at town hall.

The Summer Youth Program is an annual favorite for New Baltimore's children with history of many fun activities. Visit the town's website, click on "Parks."

Thank-YOU!

Janet A. Brooks

Town Clerk

Town of New Baltimore
3809 County Route 51
Hannacroix, NY 12051

**SUMMER REC DIRECTOR
(SUMMER YOUTH PROGRAM DIRECTOR)
JOB DESCRIPTION**

The New Baltimore Youth Program Director, typically and more commonly referred to as the "Parks Program Director" or "Parks Director", is an important position with the primary responsibility of planning and directing the Town of New Baltimore's Summer Youth Program. The town's Summer Youth Program is a recreation program for children ages five (5) or older and is held annually for four (4) weeks in one or more of the Town's parks in the summer months.

Work is performed under administrative direction of the Town Board with wide flexibility for planning and developing a complete recreation program and assuming responsibility for final results. Immediate supervision is exercised over youth program staff counselors. Does related work as required.

Typical work activities include (but are not limited to):

- Develops/reviews forms for youth program year, which includes (but may not be limited to) participant registration form, youth program counselor employment application form, parental consent forms, daily report for final reporting purposes.
- Interviews and selects candidates for youth program staff counselors (final approval and hiring is through the approval of the Town Board)
- Develops daily activity agenda for each day of program operation
- Purchases park program supplies (funding through petty cash fund obtained through the Town Clerk's Office) and reports on expenditures to Town Clerk
- Maps out recreation programs for playgrounds, park area
- Supervises the work of the youth program staff counselors
- Daily inspection of program area prior to program commencement
- Completes necessary weekly payroll forms required by the Town Supervisor or accountant for youth counselor staff
- Conducts public relations activities, if needed
- Supervises all events while in progress
- Makes monthly report to Town Board on all activities (April to September) on program status, finances, recreation program activities and facilities, public relations and grant fund reporting
- Completes annual funding report from the Greene County Youth Bureau on program results
- Works with Town Board for grant funding application through Greene County Legislature or other funding sources

Skills, abilities and personal characteristics:

Good knowledge of the theory and practice governing the administration of a public recreation program; ability to plan, promote and direct a wide variety of recreational activities; ability to plan and supervise the work of others; ability to get along well with others; reliability, resourcefulness; good judgment; physical condition commensurate with the demands of the position.

Minimum Qualifications: Graduation from high school or the possession of a high school diploma and two years of experience in recreation activities; or any equivalent combination of experience and training sufficient to indicate the ability to do the work. 2013 02