



## JOB OPENINGS – CITY OF WATERVLIET

<b>Vacancy Number:</b>	2025-02
<b>Position:</b>	<b>Activities and Events Coordinator (Part-time)</b>
<b>Location:</b>	City of Watervliet – <b>(Flexible work schedule around planning and holding city activities and events)</b>
<b>Basic Function:</b>	The work involves responsibility for planning, organizing, scheduling and supervising multicultural, educational and recreational program activities for youth, teens and seniors. An incumbent is assigned responsibility for a particular program area including after school youth, pre-teen, teen, academic support, senior citizen and recreational programs. Specific tasks and duties will vary depending on specific program area assigned but the incumbent has responsibilities for program development and supervision of subordinate employees and volunteers assigned to the program. The work is performed under general supervision of the General Manager with leeway allowed for the exercise of independent judgment in carrying out details of the work. Does related work as required.
<b>Qualifications:</b>	(a) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree in sociology, social work, counseling, public administration, education, recreation, physical education, or a closely related field; or (b) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree including 18 credit hours in the degree fields in (a) and two (2) years experience working in youth, seniors, teens, recreation, youth development or a closely related field; or (c) Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience listed in (b).
<b>Responsibilities:</b>	Establishes and develops, educational, recreational, multicultural programs, topics, activities, presentations and workshops, to meet the needs of youth, teens, seniors or community groups; Schedules time, date and location of presentations, workshops or activities or coordinates speakers to provide workshop on variety program topics; Seeks funding sources through grants applications and other collaborative means; Supervises, schedules, assigns and reviews the work of subordinate personnel, volunteers and seasonal employees; Supervises and participates in program, activities and outings designed for program participants; Enforces rules and regulations governing personnel; Meets with youth, teens, seniors, parents, and community officials to conduct a needs assessment of program area; Develops and prepares all promotional material for marketing program outreach activities including preparing brochures, fliers or newsletters; Attends meetings with community service agencies, schools for the purpose of promoting programs and enhancing services and acts as a liaison between the program appropriate agencies; Prepares and submits grants and reports related to program activities; Assists with identifying repairs and improvements of parks and other recreational facilities; May provide or coordinate transportation for program participants.
<b>Starting Date:</b>	As soon as practicable.
<b>Application Deadline:</b>	Until position is filled.
<b>Starting Salary:</b>	\$25.00 per hour, not to exceed 37.5 hours bi-weekly
<b>Apply To:</b>	Submit resume and completed application to Office of the General Manager, City of Watervliet, 2-15 <sup>th</sup> Street, Watervliet, New York, 12189 or email: <a href="mailto:officeofthegeneralmanager@watervliet.com">officeofthegeneralmanager@watervliet.com</a>  <a href="#">civil_service_app.pdf (watervliet.com)</a>
<b>Further Information Contact:</b>	Stacey Clermont, Secretary to the General Manager 518-270-3800, Ext. 100 <a href="mailto:officeofthegeneralmanager@watervliet.com">officeofthegeneralmanager@watervliet.com</a>
<b>Date:</b>	1/24/2025