

**Village of Albion is hiring  
Assistant to the Village Recreation Director**

The Assistant will work directly with the Recreation Director to oversee all aspects of the Summer Park Program while supervising youth ages 4-16. The hours will be from 9:30am to 2:30pm, Monday - Friday for 6 weeks, beginning June and ending the beginning of August. May include additional hours for special events.

Duties include signing children in and out each day, making sure all proper paperwork is kept in order and being responsible for providing a fun, safe, educational and enjoyable environment for the youths attending the summer park program. Supervising and directing the summer park supervisors and guiding them in their duties and responsibilities with their job description. Ability to work with the Village Staff, Orleans County Health Department, Orleans County Youth Bureau, Job Development and local businesses.

Must have experience in education, physical education, recreation supervision, or working with youths.

Applications must be submitted no later than May 1, 2025 and may be obtained via the following: Village Office:35-37 East Bank St, Albion NY 14411, email Village Clerk-Treasurer at [tvanskiver@villageofalbionny.com](mailto:tvanskiver@villageofalbionny.com), or visit our website at: [www.villageofalbionny.gov](http://www.villageofalbionny.gov)