



## **Recreation Advisor \* Delaware Valley Job Corp Callicoon, NY**

**Overview:** The Delaware Valley Job Corp is seeking a Recreation Advisor in Callicoon, NY. Recreation Advisors are responsible for working with Recreation team to provide students with a comprehensive and diverse recreation program. Promotes health and wellness through overseeing the recreation activities as outlined on the approved recreation schedule. Follows all integrity guidelines and procedures and ensures no manipulation of student data. Assists with the supervision of a comprehensive and diverse recreation program. Coordinates recreation activities with CPP and Social Development to include evening programming. Coordinates recreation and leadership activities/programs with Center and local community resources. Ensures safe practices and program compliance within prescribed safety guidelines. Documents student participation and accountability during recreation activities. Maintains inventory of equipment and material and controls their use. Recommends purchase of specific equipment. Performs repairs on equipment as needed. Responsible for the overall appearance, condition and organization of the recreation department facilities. May oversee student recreation aide program. Produces quality work/assignments in a thorough, timely and accurate manner. Maintains appropriate personal attendance, accountability and work productivity standards. Plans, prioritizes and organizes assignments to meet established goals and deadlines. Understands and applies job knowledge to effectively complete all required job responsibilities. Proactively maintains the skills required to perform job duties. Mentors, monitors and models the Career Success Standards as required by the PRH. Provides high-quality supervision and management for the student population and positively influences student behavior. Shows respect and courtesy to students and holds them accountable for their actions and behavior. Provides timely operational support for Center operations to ensure quality programs and services. Pursues improvement in Center operations to fulfill program objectives. Exchanges ideas and information, both orally and in writing, in a clear and concise manner and contributes meaningfully to group efforts by offering relevant ideas and knowledge. Provides quality and timely information to DOL/Company when requested. Effectively articulates thoughts and ideas. Identifies problems, analyzes causes and evaluates appropriate solutions

prior to taking or recommending actions. Follows up to ensure prompt/appropriate action is taken and that problems are in fact corrected. Works in partnership with staff from all Departments to ensure effective supervision and services are provided to students. Accepts direction and supervision from the Center Director/Center Duty Officer/Shift Manager to include assignments to temporarily perform job responsibilities of other depts and positions. Other duties as assigned.

**Requirements:** High School Diploma/GED, Valid NY State Driver's License - CDL Preferred, Reference Check, 1-year Experience working with youth or associate's degree, Physical requirements include sitting, standing, climbing, walking, lifting, pulling and/or pushing, carrying, reaching, stooping and crouching. Ability to lift 40 pounds

**Skills Required to perform the job:**

Student Supervision, Activity Planning, Health & Safety Supervision, Behavior Management

**Shift, Salary, and Benefits:** This is a full-time position, Shifts Vary, \$17.75 hourly. Benefits include Health insurance, Dental insurance, Paid Vacation, Paid Sick Leave, Holidays, 401K/Retirement.

**To apply:** contact Hope Godchaux by emailing [godchaux.hope@jobcorps.org](mailto:godchaux.hope@jobcorps.org), by faxing (845)887-4762, by telephone at 845-887-5400, mail to Adams and Associates/Delaware Valley Job Corps, PO Box 846, Callicoon, NY12723, or in person at 9368 State Route 97 Callicoon, NY 12723.