



NOW HIRING
PART TIME RECREATION LEADER

The Town of Washington Recreation Department is seeking a qualified and motivated individual to serve as **Part-Time Recreation Leader**, approximately **20 hours per week**.

The Recreation Leader will plan, organize, and coordinate Town recreation programs, activities, and events.

Responsibilities

Duties may include, but are not limited to:

- Plan and coordinate recreation programs.
- Assists in the organization and conduct of special events & socials.
- Acts as an official and maintains order.
- Operates equipment related to recreation program;
- Directs classes in games, arts & crafts, walking and light exercise;
- Plans weekly/monthly schedule;
- Maintains facility, moves equipment, cleans building and facility each week;
- Keeps attendance records
- Perform other duties related to the Town's recreation program assigned by the Recreation Director.

Minimum Qualifications

Graduation from high school or possession of a high school equivalency diploma and one (1) year of experience which involved conducting, organizing, and leading recreation activities.

Additional Qualifications

The successful candidate should demonstrate:

- Good communication and organizational skills.
- Ability to work effectively with children, adults, families, staff, and the general public.
- Ability to organize and coordinate recreation activities.
- Ability to work independently and as part of a team.
- Ability to exercise sound judgment and initiative.
- Availability to work occasional evenings, weekends, or special events as program schedules require.
- Ability to post on social media, marketing, email and other communications
- Valid New York State driver's license, if required for assigned duties.

Position

Title: Recreation Leader

Status: Part-Time

Hours: Approximately 20 hours per week

Salary Starting \$ 22 per hour dependent on experience

Schedule: Flexible schedule based on recreation program needs; occasional evenings and weekends may be required.

How to Apply

Interested candidates should submit a Town of Washington employment application and resume to:

Town of Washington

Attn: Town Clerk / Recreation Department

PO Box 667, 10 Reservoir Drive

Millbrook, NY 12545

Email: recdirector@washingtontny.gov

Application Deadline: October 14, 2026

The Town of Washington is an Equal Opportunity Employer.

The Town of Washington reserves the right to fill this position in accordance with applicable New York State and Dutchess County Civil Service requirements.