



Celebrating Small Town Life

CITY OF ST. CLOUD
invites applications for the position of:

Recreation Facility Leader -Part Time

SALARY: \$13.69 Hourly

OPENING DATE: 10/09/20

DESCRIPTION:

WORK HOURS: VARIES

This is a part-time position that facilitates recreation events and programs at various sites through maintenance, program supervision and security.

MAJOR DUTIES:

The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions related to the type of work of the position as necessary.

- Performs responsible professional work in the operation and supervision of recreation programs and activities, rentals and events suited to the needs of the participants, to include arts and crafts, drama, sports, music and social recreation activities.
- Maintains indoor and outdoor recreation sites through maintenance, including equipment set-up and takedown, equipment delivery, and cleaning.
- Supervises programs by assisting instructors, providing directions and information to visitors, collecting program fees, distributing printed and verbal program information, offering guidance and instructions to program participants, and providing safety information and instructions.
- Enforces safety and maintains order and discipline. Ensures that facility use is in accordance with rules and regulations.
- Performs custodial work, such as emptying trashcans, cleaning rest rooms and picking up trash around the immediate facility.
- Monitors exterior and interior lighting and reports needed repairs for replacements following established procedures.
- Ensuring facility is open and closed.
- Communicating with Program participants about schedules, calendars of events and upcoming events and programs.
- Ensure program run smoothly and rooms are set up and broken down after each activity.
- Required to work emergency call-outs and mandatory overtime; requires evening and weekend work.
- Performs related work as assigned.

MINIMUM REQUIREMENTS:

Requires High School graduation or GED equivalent

Must possess and maintain a valid Florida State Driver's License with an acceptable driving history.

Certification in First Aid and CPR or ability to successfully obtain within 6 months of employment. Must maintain First Aid and CPR certifications for duration of employment.

KNOWLEDGE/SKILLS/ABILITIES:

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to

communicate. The employee is occasionally required to move; remain stationary; use hands to finger, handle, or feel; ascend and descent or balance; position self to crouch, or crawl and taste or smell. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Mathematics:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Language Ability:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situation to customers, clients and other employees of the organization. Ability to conduct oneself in professional manner.

Skill Requirement:

Skills working with people of all ages and securing their adherence to rules, regulations and safe work practices.

Reasoning:

Ability to apply common sense understanding to carry out instruction furnished in writing, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee is regularly exposed to outside weather conditions (heat and cold). The noise level in the work environment is usually moderate.

THE CITY OF ST. CLOUD IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, AGE, SEX, NATIONAL ORIGIN, OR DISABILITY. THE CITY OF ST. CLOUD COMPLIES WITH THE DRUG FREE WORKPLACE ACT, AS DESCRIBED IN FLORIDA STATE STATUTE SECTION 893. CERTAIN SERVICE MEMEBERS AND VETERANS, AND SPOUSES AND FAMILY MEMEBERS OF THE SERVICE MEMBERS AND VETERANS, RECEIVE PREFERENCE AND PRIORITY IN EMPLOYMENT BY THE STATE AND ARE ENCOURAGED TO APPLY FOR THE POSITIONS BEING FILLED.

APPLICATIONS MAY BE FILED ONLINE AT:
www.stcloud.org

Position #01497
RECREATION FACILITY LEADER -PART TIME
TL

1300 9th Street
St. Cloud, FL 34769
407-957-7223

humanresources@stcloud.org

Recreation Facility Leader -Part Time Supplemental Questionnaire

* 1. Which best describes your level of education?

- No High School Equivalency
- High School Diploma or Equivalency
- Associate's Degree
- Bachelor's Degree
- Master's Degree

* 2. Do you have a valid Florida Driver's License?

- Yes No

No

* 4. Do you have a current CPR certification?

Yes

No

* 5. If you answered "no" to questions 3 and 4, do you have the ability to successfully obtain the necessary certifications within 6 months of employment?

No

Yes

* Required Question



Celebrating Small Town Life

CITY OF ST. CLOUD
invites applications for the position of:

Recreation Counselor Part-Time

SALARY: \$10.22 Hourly

OPENING DATE: 10/09/20

CLOSING DATE: Continuous

DESCRIPTION:

WORK HOURS: VARIES

This is a position that plans, directs and coordinates a wide variety of camp recreation activities; adapts activities to the facilities available and to the participants interest.

MAJOR DUTIES:

The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions related to the type of work of the position as necessary.

- Leads a schedule of diversified programs of activities including competitive and non-competitive recreation activities. (Activities include: sports, games, arts and crafts, songs, drama, storytelling, fieldtrips and tours, and special events etc.)
- Reports safety issues, inspects facilities, equipment, and play areas, and issues reports concerning maintenance needs.
- Assists with program and special event set-up and breakdown/clean-up.
- Enforces departmental policies and rules and is responsible for the safety of event and program participants.
- Complies with department policies.
- Maintains daily attendance and activity reports; submits them to the Recreation Camp Leader or Special Event and Program Supervisor.
- Meets with the Special Event and Program Supervisor and parents when necessary.
- Performs related work as assigned.

MINIMUM REQUIREMENTS:

Requires a passing grade on a swim test.

First Aid and CPR Certifications or the ability to successfully obtain within 90 days from the date of hire.

KNOWLEDGE/SKILLS/ABILITIES:

.Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to remain stationary; reach with hands and arms and communicate. The employee is occasionally required to move; remain stationary; use hands to finger, handle, or feel; ascend and descent or balance; position self to crouch, or crawl and taste or smell. The

color vision, peripheral vision, depth perception and ability to adjust focus.

Mathematics:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Language Ability:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situation to customers, clients and other employees of the organization. Ability to conduct oneself in professional manner.

Skill Requirement:

Skills working with young people and securing their adherence to rules, regulations and safe work practices.

Reasoning:

Ability to apply common sense understanding to carry out instruction furnished in writing, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee is regularly exposed to outside weather conditions (heat and cold). The noise level in the work environment is usually moderate.

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www.stcloud.org

Position #01496
RECREATION COUNSELOR PART-TIME
TL

1300 9th Street
St. Cloud, FL 34769
407-957-7223

humanresources@stcloud.org

Recreation Counselor Part-Time Supplemental Questionnaire

* 1. Are you 16 years of age or older?

- Yes
- No

* 2. Do you have a current First Aid Certification?

- Yes
- No

* 3. Do you have a current CPR certification?

- Yes
- No

* 4. If you answered "no" to questions 2 and 3, do you have the ability to successfully obtain the necessary certifications within 90 days from date of hire?

- Yes

* 5. Do you have experience in supervising children? If Yes, in what capacity?

* Required Question

