



<b>Job Title:</b>	<b>Recreation Leader I</b>		
<b>Department/Group:</b>	Recreation Department	<b>Supervisor:</b>	Recreation Director
<b>Location:</b>	Madeira Beach City Hall 300 Municipal Drive Madeira Beach, FL 33708		
<b>Level/Salary Range:</b>	\$9.50 - \$12.50 hr.	<b>Position Type:</b>	Part-Time
<b>HR Contact:</b>	Karen Paulson	<b>Date Posted:</b>	4/05/2019
<b>External Posting URL:</b>	<a href="http://www.madeirabeachfl.gov">www.madeirabeachfl.gov</a>	<b>Posting Expires:</b>	Open until filled
<b>Applications Accepted By:</b>			
<b>FAX OR E-MAIL:</b> (727) 399-1131 OR <a href="mailto:humanresources@madeirabeachfl.gov">humanresources@madeirabeachfl.gov</a>  <b>Subject Line:</b> Recreation Leader I <b>Attention:</b> Human Resources – Recruiting		<b>MAIL:</b> City of Madeira Beach 300 Municipal Drive Madeira Beach, FL 33708	
<b>Job Description</b>			
<b>ROLE AND RESPONSIBILITIES:</b> Under the direct supervision of the Recreation Director the Recreation Leader I monitors participants involved in recreation programs. <ul style="list-style-type: none"> <li>• Attending work as scheduled</li> <li>• Registering participants for programs, maintaining all necessary information on each participant.</li> <li>• Monitoring groups of participants in both indoor and outdoor settings.</li> <li>• Maintaining a safe recreational environment.</li> <li>• Teaching skills of various games and sports, such as dodge ball, hockey, tennis, baseball, football, soccer, etc.</li> <li>• Providing information, in person and on the telephone, regarding the Recreation Department’s programs.</li> <li>• Representing the City to program participants, their families, and City residents.</li> <li>• Cleaning up activity area, making sure all supplies and equipment are returned to their proper place.</li> <li>• Maintaining a clean recreation area, both in the building and on the grounds.</li> </ul>			
<b>QUALIFICATIONS AND EDUCATION REQUIREMENTS:</b> <ul style="list-style-type: none"> <li>• Valid State of Florida driver’s license.</li> <li>• Graduation from High School or GED equivalent; course work in early childhood education/recreation or teaching preferred.</li> <li>• Demonstrated ability to perform job duties listed, either through related experience or specialized course work.</li> <li>• Previous experience with recreation or childcare.</li> <li>• Able to work flexible part-time hours, including days, evenings, weekends, and holidays and occasional overtime as required.</li> <li>• Working knowledge of safety precautions and first aid.</li> <li>• Must have or able to get CPR certification within 60 days.</li> <li>• Must meet all applicable state licensing requirements.</li> </ul>			



**ENVIRONMENTAL CONDITIONS**

Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, and extreme temperature.

**ADA COMPLIANCE**

The City of Madeira Beach, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, and will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.

*THE STATEMENTS NOTED ABOVE ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED AND ARE NOT TO BE CONSTRUED AS A COMPREHENSIVE LIST OF RESPONSIBILITIES, DUTIES AND SKILLS REQUIRED. THESE STATEMENTS ARE SUBJECT TO CHANGE AT THE DISCRETION OF THE EMPLOYER*

Cover letters and resumes may be included but are not accepted in lieu of application form.

All applications will become public record under Florida law.

AA/EOE/DFWP

**Recruitment is open until position is filled.**

---

**Submit complete application for employment to:**

**Karen Paulson, Financial Coordinator**

**City of Madeira Beach**

**300 Municipal Drive, Madeira Beach, FL 33708**