

<b>Job Title:</b>	<b>RECREATION LEADER II</b>		
<b>Department/Group:</b>	Recreation	<b>Supervisor:</b>	Jay Hatch
<b>Location:</b>	Madeira Beach City Hall 300 Municipal Drive Madeira Beach, FL 33708		
<b>Level/Salary Range:</b>	\$11.50 - \$20.50 per hour	<b>Position Type:</b>	Full-Time
<b>HR Contact:</b>	Karen Paulson	<b>Date Posted:</b>	02/21/2018
<b>External Posting URL:</b>	www.madeirabeachfl.gov	<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>MAIL:</b> City of Madeira Beach 300 Municipal Drive Madeira Beach, FL 33708	
<b>Subject Line:</b> Rec. Leader II			
<b>Attention:</b> Human Resources – Recruiting			
<b>Job Description</b>			
<p><b>Position Overview:</b> Under the direction of the Recreation Director, project leader of facility rentals (weddings, parties, etc.), assist in special event coordination, assist in developing senior and fitness programs and work as needed as an after care and summer camp counselor. Weekend availability is a <b>MUST</b>.</p> <p><b>Role and Responsibilities:</b> Keep meticulous scheduling and financial records and act as the City’s representative for facility rentals and events. Assist in producing monthly schedules, interviewing instructors and growing Fitness programming.</p> <p><b>Description of the roles and responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Attending work as scheduled.</li> <li>• Registering participants for fitness programs and maintaining all necessary information on each participant.</li> <li>• Interview potential Fitness Instructors.</li> <li>• Project leader for Event and Facility Rentals.</li> <li>• Obtain all necessary Recreation Certifications as determined by the Director.</li> <li>• Ensuring that all applicable licensing requirements are met.</li> <li>• Planning, scheduling and coordinating Senior trips and activities.</li> <li>• Collecting fees and maintaining records of payment for facility rentals.</li> <li>• Scheduling appropriate staff for all activities.</li> <li>• Notifying all necessary parties about recreation activities and schedules/reschedules.</li> <li>• Representing the City to program participants, their families, and City residents.</li> <li>• Must be available to work weekends when necessary.</li> <li>• Other similar duties as assigned.</li> </ul>			
<b>QUALIFICATIONS AND EDUCATION REQUIREMENTS</b>			

• Other similar duties as assigned.

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- Valid State of Florida driver's license.
- Graduation from High School or GED equivalent required; College degree in event Planning and /or Recreation preferred.
- Demonstrated ability to perform job duties listed, either through related experience or specialized course work.
- Previous experience with recreation programs.
- Must be bondable.
- Able to work flexible hours, including days, evenings, weekends, and holidays and occasional overtime as required.
- Working knowledge of safety precautions and first aid.
- Must have or able to get CPR certification within 60 days.
- Must meet all applicable state licensing requirements.

**NOTE:** Reasonable accommodation considerable will be made for otherwise qualified individuals with a disability.

*[Type any additional notes if needed.]*

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date:	