

Job Title:	Recreation Leader I / Bus Driver / Seasonal		
Department/Group:	Recreation Department	Supervisor:	Recreation Director
Location:	Madeira Beach City Hall 300 Municipal Drive Madeira Beach, FL 33708		
Level/Salary Range:	\$9.50 – \$12.00/hr.	Position Type:	Part-Time
HR Contact:	Karen Paulson	Date Posted:	
External Posting URL:	www.madeirabeachfl.gov	Posting Expires:	
Applications Accepted By:			
FAX OR E-MAIL: (727) 399-1131 OR HUMANRESOURCES@MADEIRABEACHFL.GOV		MAIL:	
Subject Line: Recreation Leader I		City of Madeira Beach	
Attention: Human Resources – Recruiting		300 Municipal Drive	
		Madeira Beach, FL 33708	
Job Description			
ROLE AND RESPONSIBILITIES:			
Under the direct supervision of the Recreation Coordinator, and the indirect supervision of the Recreation supervisor, the Recreation Leader monitors participants involved in recreation programs.			
<ul style="list-style-type: none"> • Attending work as scheduled. • Monitoring groups of participants in both indoor and outdoor settings. • Maintaining a safe recreational environment. • Providing information, in person, regarding the Recreation Department’s programs. • Representing the City to program participants, their families, and City residents. • Cleaning up activity area, making sure all supplies and equipment are returned to their proper place. • Other similar duties as assigned. • Maintaining a clean recreation area, the bus which is being operated. 			
QUALIFICATIONS AND EDUCATION REQUIREMENTS:			
<ul style="list-style-type: none"> • Valid Florida Driver's License. Possession of valid Class B - CDL Florida Driver's License as well as Air Brake and Passenger Endorsements. NOTE: CLASS B CDL - Required as condition of employment; must satisfy this requirement within sixty (60) days of hire. • Graduation from High School or GED equivalent; course work in early childhood education/recreation or teaching preferred. • Demonstrated ability to perform job duties listed, either through related experience or specialized course work. • Previous experience with recreation or childcare. • Able to work flexible part-time 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. 			
ADDITIONAL NOTES:			

- Must meet all applicable state licensing requirements.

ADDITIONAL NOTES:

Reasonable accommodation consideration will be given to otherwise qualified individuals with a disability.

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