



Job Title:	Recreation Supervisor		
Department/Group:	Recreation	Supervisor:	Recreation Director
Location:	Madeira Beach City Hall 300 Municipal Drive Madeira Beach, FL 33708		
Level/Salary Range:	\$17.46 hr. - \$27.50 hr.	Position Type:	Full-Time
HR Contact:		Date Posted:	
External Posting URL:	www.madeirabeachfl.gov	Posting Expires:	Open Until Filled
Applications Accepted By:			
FAX OR E-MAIL: (727) 399-1131 OR humanresources@madeirabeachfl.gov Subject Line: Recreation Supervisor Attention: Human Resources – Recruiting		MAIL: City of Madeira Beach 300 Municipal Drive Madeira Beach, FL 33708	
Job Description			
ROLES AND RESPONSIBILITIES: Under the direction of the Recreation Director, responsible work, in a lead capacity, as the child care director for the recreation afterschool and summer camp programs.			
<ul style="list-style-type: none"> • Maintain Licensing standards set forth by Pinellas County Licensing Board and the State of Florida. • Responsible for the daily operations of the child care center, including child safety and accountable for student care. • Manages a staff of counselors, interviewing and recommending hires. • Provide staff training for all required licensing. • Review all student enrollment records to make sure they are filled out correctly. • Keep accurate records of child care attendance as required by PCLS and the State of Florida. • Responsible for maintaining current staff files, making sure they are up to date and training are completed and recorded in their file as required by the PCLB and the State of Florida. • Manage staff attendance and schedules so be sure the proper number of counselors are on-site at all times based on required licensing ratios. • Manage annual budget for child care and summer camp. • Purchase supplies, equipment and reconcile credit card purchases monthly. • Responsible to calculate account balances, record payments, prepare deposits and mail invoices. • Able to assist with specialized classes and attendance; also collects and receipts money for recreation activities, afterschool care and rentals. 			



- Direct the daily activities for the afterschool program and coordinates all recreation programs for summer youth camps.
- Assists in the planning and carrying out of special events and activities.
- Assists in coordinating marketing and promotional activities year-round.
- Conducts research to improve programs and operations.
- Oversees the use of all equipment, inventory and cleaning and maintenance of items used in programs.
- Required to be available at all times the child care facility is in operation.

MINIMUM QUALIFICATIONS AND REQUIREMENTS

- High School Diploma or GED, and hold a valid Florida Driver's License.
- Knowledge of the principles and practices used in organizing and directing play and recreation activities.
- Knowledge of rules and regulations governing afterschool care programs.
- Ability to establish and maintain effective working relationships with employees and general public.
- Ability to supervise subordinates and volunteers effectively.
- Ability to work effectively with children and young adults.
- Must possess and become CPR / First Aide certified.
- Must be able to work within a flexible schedule.

EDUCATION AND EXPERIENCE

- Associate's Degree required.
- Bachelor's Degree in Parks and Recreation or closely related field preferred.
- Must possess and maintain DCF Florida Child Care Staff Credentials (or be able to obtain Credential within first year of hire).
- Must possess and maintain a valid CDL, class B, Driver's License with School Bus Endorsement (or be able to obtain CDL within first 6 months of hire).
- Must be able to pass a Level II Background Check.

ESSENTIAL PHYSICAL SKILLS

- Acceptable eyesight and hearing.
- Ability to communicate both orally and in writing.
- Moderate (15 to 44 pounds) lifting and carrying.
- Walking, bending, kneeling, stooping and have overall physical agility.
- Work inside in an office environment and outside in a playground and athletic fields environment, sometimes in extreme heat.

**ADA COMPLIANCE:**

The City of Madeira Beach, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages 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

Submit completed application for employment to: Human Resources Coordinator
300 Municipal Dr. Madeira Beach, FL 33708 or humanresources@madeirabeach.com

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