



Job Title:	Recreation Leader II		
Department/Group:	Recreation	Supervisor:	Recreation Director
Location:	Madeira Beach Recreation Center 200 rex Place Madeira Beach, FL 33708		
Level/Salary Range:	\$18.00 - \$20.50 per hour	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: Rec. Leader II Attention: Human Resources – Recruiting		MAIL: City of Madeira Beach 300 Municipal Drive Madeira Beach, FL 33708	
Job Description			
<p>POSITION OVERVIEW: 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 MUST.</p> <p>ROLE AND RESPONSIBILITIES: 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>DESCRIPTION OF THE ROLES AND RESPONSIBILITIES:</p> <ul style="list-style-type: none"> • Attending work as scheduled. • Registering participants for fitness programs and maintaining all necessary information on each participant. • Interview potential Fitness Instructors. • Project leader for Event and Facility Rentals. • Obtain all necessary Recreation Certifications as determined by the Director. • Ensuring that all applicable licensing requirements are met. • Planning, scheduling and coordinating Senior trips and activities. • Collecting fees and maintaining records of payment for facility rentals. • Scheduling appropriate staff for all activities. • Notifying all necessary parties about recreation activities and schedules/reschedules. • Representing the City to program participants, their families, and City residents. • Must be available to work weekends when necessary. • 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.

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:	