



<b>Job Title:</b>	<b>Recreation Leader III</b>		
<b>Department/Group:</b>	Recreation	<b>Supervisor:</b>	Recreation Director
<b>Location:</b>	Madeira Beach City Hall 300 Municipal Drive Madeira Beach, FL 33708		
<b>Level/Salary Range:</b>	\$17.00 - \$27.00 hour	<b>Position Type:</b>	Full-Time
<b>HR Contact:</b>		<b>Date Posted:</b>	
<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>Subject Line:</b> Recreation Leader III <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>ROLES AND RESPONSIBILITIES:</b> Under the direction of the Recreation Director, responsible work, in a lead capacity, involving a variety of recreation activities at a recreation facility and/or adjacent grounds. Assignments may require evening and weekend hours.			
<ul style="list-style-type: none"> <li>• Greets Recreation Center guests and maintains records of specialized classes and attendance; also collects and receipts money for recreation activities and rentals.</li> <li>• Assists in the organization of athletic leagues which would include scheduling, hiring of officials, registration, etc.</li> <li>• Assists in the day-to-day operations of the After-School Care Program as needed and helps coordinate recreation programs for youth, which may include day camps.</li> <li>• Assists in the planning and carrying out of special events and activities.</li> <li>• Assists in coordinating marketing and promotional activities year-round.</li> <li>• Conducts research to improve programs and operations.</li> <li>• Assists with ballfield maintenance, grounds maintenance for City Centre, ROC park and maintenance of all recreation facilities.</li> <li>• Oversees the use of all equipment and inventory items used in programs.</li> <li>• Plans, organizes and implements one or more recreational activities of a specialized nature as assigned.</li> <li>• Performs related work as required.</li> </ul> (Essential job functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class).			
<b>MINIMUM QUALIFICATIONS AND REQUIREMENTS</b>			
<ul style="list-style-type: none"> <li>• Knowledge of the principles and practices used in organizing and directing play and recreation activities.</li> <li>• Knowledge of rules and regulations governing various competitive athletic games.</li> <li>• Ability to establish and maintain effective working relationships with employees and general public.</li> </ul>			



- Ability to lead subordinates and volunteers effectively.
- Ability to work effectively with children and young adults.
- Ability to operate a PC in a networked environment.
- Must be able to work within a flexible schedule, which may include flexing hours to work nights and weekends

(A comparable amount of training or experience may be substituted for the minimum qualifications.)

#### **EDUCATION AND EXPERIENCE**

- Bachelor's Degree in Parks and Recreation or closely related field preferred.
- One (1) year previous experience relating to recreation program/special event coordination.
- Must possess and maintain a valid Florida Driver's License.
- Must possess and maintain CPR / First Aide certification.
- 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.
- Must possess and maintain DCF Florida Child Care Staff Credential (or be able to obtain Credential within first year of hire).

#### **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, 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, 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.*

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