



City of Lake Mary

Position Vacancy Announcement 16-17

POSITION TITLE: Recreation Assistant (P/T)
COMPENSATION: \$10.16 Hourly
DEPARTMENT: Parks & Recreation

MINIMUM QUALIFICATIONS:

Graduation from an accredited High School supplemented by two (2) years of progressive experience in a recreation setting. Successful applicant will have demonstrated his/her ability to establish and oversee a variety of related programs. A combination of training and experience may qualify an applicant for consideration.

Valid Florida Driver's License and an acceptable driving record

Must possess or have the ability to obtain certification in ICS 100 and ICS 700 within six (6) months of hiring.

CPR trained or willing to obtain training through City provided program upon being hired.

Knowledge of effective customer service practices.

Some knowledge of the rules, practices and techniques of public recreational activities and programs.

Some knowledge of major athletic rules and regulations.

Some knowledge of basic public safety.

General knowledge of implementing various recreational programs.

Working knowledge of rules related to various sports such as softball, baseball, soccer, skateboarding, BMX biking, etc.

Knowledge of business English, spelling and punctuation, in order to prepare documents and reports, etc.

Ability to perform manual labor.

Ability to operate basic field maintenance equipment.

Ability to actively participate in various indoor and outdoor recreational programs and special events.

Ability to meet and deal effectively with the public and to establish and maintain an effective working relationship with outside professional associates, fellow employees, and members of the general public.

Ability to work with people of all ages.

Ability to work evenings, weekends, and holidays.

Ability to respond to difficult and stressful situations in an efficient, effective, and positive manner.



City of Lake Mary

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Recreation Assistant (P/T)

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Ability to perform assigned tasks with tact, discretion, and courtesy, and to exercise discretion and independent judgment in the resolution of problems.

Ability to work independently in carrying out assignments to completion.

Ability to read and understand sketches, diagrams, blueprints, maps and charts and apply to events and projects.

Ability to organize, communicate and present ideas clearly and concisely, both verbally and in writing.

Ability to understand and carry out oral and written instructions and maintain accurate records.

Ability to access, input, and retrieve information from a computer.

POSITION FUNCTION:

This is moderately difficult and physical work requiring some judgment in the day-to-day operations and maintenance of various City parks and recreational facilities. Work is performed under general supervision of the assigned area supervisor and is reviewed through results achieved.

YOU MAY APPLY ON LINE AT WWW.LAKEMARYFL.COM APPLICATIONS MAY ALSO BE OBTAINED FROM HUMAN RESOURCES, CITY OF LAKE MARY, 100 N. COUNTRY CLUB ROAD, LAKE MARY 32746 OR CONTACT (407) 585-1445.

This City is an Equal Opportunity Employer in compliance with the laws prohibiting discrimination on the basis of race, color, sex, age, marital status, religion, national origin, disability or any other legally protected status.

The City will provide reasonable accommodations necessary to applicants with disabilities preventing them from completing a City application form. Please contact the Human Resources Manager immediately if you need a special accommodation.

The City of Lake Mary is a Drug-Free Workplace. Certain positions require pre-employment Drug Testing.

General Description:

This is moderately difficult and physical work requiring some judgment in the day-to-day operations and maintenance of various City parks and recreational facilities. Work is performed under general supervision of the assigned area supervisor and is reviewed through results achieved.

Essential Job Functions:

Assists the assigned area supervisor in the operation of various facilities in the overall organization and delivery of general recreational activities, leagues, special events, clinics, and seasonal programs.

Participates in preparation of facilities for various events. Sets up and arranges tables, chairs, and equipment as instructed; breaks down, cleans, and stores materials.

Helps schedule and supervise daily activities and rentals at the Lake Mary Events Center, sports complex, Senior Center, and/or Skate Park.

Assists facility supervisor in promoting City programs including planning, organizing, teaching and leading various age and ability individuals and groups in general and specialized recreational activities that may include arts and crafts, athletics and leagues, special events, and seasonal programs.

Explains all park and facility's rules, regulations, policies, procedures, and programs to public; enforces safety policies and procedures to keep facilities and grounds safe for participants and spectators.

Maintains facility supplies and informs supervisor when orders are needed; performs general housekeeping, equipment and facility maintenance, and custodial cleaning of assigned area.

Maintains records and prepares reports as directed; keeps statistical information as required.

Essential Job Functions (con't.):

Works with assigned area supervisor to institute new recreation programs and recommends changes to improve existing programs.

Performs other related duties as required and other such work as may be assigned. Job functions may vary by facility assignment.

In the event of an emergency, this position is considered essential and may be required to perform alternate duties.

NOTE: THE LISTED DUTIES ARE ONLY ILLUSTRATIVE AND ARE NOT INTENDED TO DESCRIBE EVERY FUNCTION THAT MAY BE PERFORMED BY THIS JOB CLASS. THE OMISSION OF SPECIFIC STATEMENTS DOES NOT PRECLUDE MANAGEMENT FROM ASSIGNING SPECIFIC DUTIES NOT LISTED IF SUCH DUTIES ARE A LOGICAL ASSIGNMENT TO THE POSITION.

Minimum Qualifications

Knowledge, Abilities and Skills:

- Knowledge of effective customer service practices.
- Some knowledge of the rules, practices and techniques of public recreational activities and programs.

- Some knowledge of major athletic rules and regulations.
- Some knowledge of basic public safety.
- General knowledge of implementing various recreational programs.
- Working knowledge of rules related to various sports such as softball, baseball, soccer, skateboarding, BMX biking, etc.
- Knowledge of business English, spelling and punctuation, in order to prepare documents and reports, etc.
- Ability to perform manual labor.
- Ability to operate basic field maintenance equipment.
- Ability to actively participate in various indoor and outdoor recreational programs and special events.
- Ability to meet and deal effectively with the public and to establish and maintain an effective working relationship with outside professional associates, fellow employees, and members of the general public.
- Ability to work with people of all ages.
- Ability to work evenings, weekends, and holidays.
- Ability to respond to difficult and stressful situations in an efficient, effective, and positive manner.
- Ability to perform assigned tasks with tact, discretion, and courtesy, and to exercise discretion and independent judgment in the resolution of problems.
- Ability to work independently in carrying out assignments to completion.
- Ability to read and understand sketches, diagrams, blueprints, maps and charts and apply to events and projects.
- Ability to organize, communicate and present ideas clearly and concisely, both verbally and in writing.
- Ability to understand and carry out oral and written instructions and maintain accurate records.
- Ability to access, input, and retrieve information from a computer.

Education, Training and Experience:

Graduation from an accredited High School supplemented by two (2) years of progressive experience in a recreation setting. Successful applicant will have demonstrated his/her ability to establish and oversee a variety of related programs. A combination of training and experience may qualify an applicant for consideration.

Licenses, Certifications or Registrations:

- CPR trained or willing to obtain training through City provided program upon being hired.
- Must possess or have the ability to obtain certification in ICS 100, and 700 within six (6) months of hiring.
- Valid Florida Driver's License and an acceptable driving record

Essential Physical Skills:

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Acceptable clarity of speech (with or without reasonable accommodation).
- Ability to sit at a desk and view a display screen for extended periods of time.
- Ability to access, input and retrieve information from a computer.
- Ability to access file cabinets for filing and retrieval of data.

- Ability to communicate both orally and in writing.
- Ability to access file cabinets for filing and retrieval of data.
- Heavy (45 pounds and over) lifting and carrying.
- Ability to climb and descend ladders.
- Ability to enter and exit skate park bowl without assistance.
- Ability to operate a variety of equipment.
 - Reading
 - Writing
 - Reaching
 - Pulling
 - Pushing
 - Walking
 - Standing
 - Crawling
 - Kneeling
 - Bending
 - Stooping
 - Jumping
 - Running
 - Balancing
 - Throwing
 - Smelling
 - Driving

Physical requirements may vary by job assignment

Environmental Conditions:

- Work inside.
- Work outside in various weather conditions.
- Some stressful situations.