



## CITY OF NORTH LAUDERDALE

Is seeking qualified applicants for the position of

### **RECREATION LEADER I (AFTER SCHOOL, NIGHTS & WEEKENDS)** Grade PT04 (Hourly Range \$10.58 – \$20.78)

#### **OPEN AND COMPETITIVE**

Opening Date 12/7/2018

Closing Date Open until filled

1<sup>st</sup> Review Date 12/19/2018

This is a permanent part-time position with generalized recreation work with the Parks and Recreation Department in the development and implementation of City recreation programs.

Work involves responsibility for planning and leading recreation activities and after school programs such as field trips, athletics and other activities. Hours vary depending on events scheduled. Most include afternoon, night, weekend and holiday hours at various locations. The employee exercises initiative and independent judgment gained through prior experience in the field of recreation. Administrative supervision is received from the Recreation Manager who reviews work for attainment of desired recreational objectives.

#### **ESSENTIAL JOB FUNCTIONS**

- Leads recreation programs planned by the Recreation Division including after school programs, camps, classes, arts & crafts, adult and youth activities, athletics, special events and related special programs requiring organizational skills.
- Demonstrates & explains techniques, procedures, materials, & equipment associated with the community recreation program.
- Supervises children in recreation programs and other planned activities.
- Plans and completes organized activities and programs for children.
- Provides safe and enjoyable environment for children.
- Instructs staff and children in games, athletics and other special activities.
- Completes required paperwork e.g. daily attendance, incident/accident reports, etc.
- Assists with special events.
- Prepares for, supervises and chaperones field trips.
- Maintains control and order of staff and children in programs and activities.
- Insures cleanliness of all camp facilities; maintains clean and orderly play areas and supply storage areas.
- Maintains and keeps track of recreation program equipment and facilities.
- Supervises Senior Counselor, Junior Counselor, Recreation Attendant and/or C.I.T.
- Drives children and staff on City recreation bus and/or shuttle bus from school pick-up and/or field trips.
- Reports any problems to supervisors immediately.

#### **ADDITIONAL JOB FUNCTIONS**

- Office clerical and administrative work and other related duties as required.
- Assists as needed in other department service areas.
- Performs related duties as required.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of:

- Principles, practices, procedures and techniques of a wide variety of recreational activities.
- Principles, practices, and procedures of public relations, including an understanding of the current activities which make up a community recreation program.
- Supervisory and leadership skills.
- Indoor and outdoor games, athletics, arts & crafts, and special activities.
- Acceptable sanitation and safety requirements; Basic First Aid
- Interested in leading children in programs and activities.

Ability to:

- Work with and obtain the cooperation of civic groups and the general public.
- Prepare and submit reports and program proposals.
- Understand and carry out oral and written instructions; express oneself clearly and concisely, orally and in writing.
- Understand children's behavior.
- Work with children, parents, and co-workers in a creative leadership role.
- Maintain a positive attitude.
- Work afternoons, nights, weekends and holidays; Maintain an acceptable attendance history.

#### **DESIRABLE EXPERIENCE AND TRAINING**

- High school diploma or GED; with at least one (1) year experience working with children preferably in a responsible position.
- Experience of a progressively responsible nature in directing recreational programs.
- Valid Florida Class B CDL required with "P" endorsement or ability to obtain within six (6) months of employment.

#### **PHYSICAL REQUIREMENTS**

Tasks involve the intermittent performance of physical activity/work, typically involving some combination of reaching, bending, stooping, kneeling, crouching, walking, running and may involve the lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

#### **ENVIRONMENTAL REQUIREMENTS**

Work requires the intermittent participation of indoor and outdoor games and activities. Due to the varying locations of the work environment, tasks include potential for intermittent exposure to disagreeable elements.

#### **Disclaimer**

The above information on this description is intended to indicate the general nature and level of work performed by employees within this classification. This description is not intended to contain or be interpreted as a comprehensive inventory of all duties and qualifications required of employees assigned to this classification.

**Oral Interviews** – Date and time to be determined (by invitation only)

**Submit application:** Online: <https://selfservice.nlauderdale.org/MSS/employmentopportunities/>

or

City of North Lauderdale - Human Resources Department  
701 S.W. 71<sup>st</sup> Avenue, North Lauderdale, FL 33068

Fax: (954) 724-6975 E-Mail: [llarrieux@nlauderdale.org](mailto:llarrieux@nlauderdale.org) Website: [www.nlauderdale.org](http://www.nlauderdale.org)

**In-House Applicants:** If you are interested in applying for this position, please submit a memo to the Human Resources Department through your Department Head. The memo should explain why you are eligible for this position.

**AN EQUAL OPPORTUNITY EMPLOYER**

**DRUG FREE WORK PLACE**

## **EMPLOYMENT INFORMATION**

*(This information does not replace, add to, or change any Personnel Rules, or otherwise written instructions or regulations.)*

### **AN EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION EMPLOYER:**

All applicants receive consideration for employment without regard to age, ancestry, color, marital status, national origin, physical or mental disability, political affiliation, race, religious creed, sex or other non-merit factors (except as limited by Law, City Civil Service Rules, or bonafide occupational qualifications).

### **APPLICATIONS:**

Application forms should be filled out completely and should clearly show that the minimum qualifications are met. Applications not completed in full may be disqualified. All statements made on the application are subject to investigation and verification. A separate application must be filed for each position. Verification of education, if required under this announcement, must be submitted prior to consideration for appointment. Social Security Card must be presented at time of appointment.

Applications and information may be obtained by contacting: North Lauderdale Human Resources Department, City Hall, 701 SW 71st Avenue, North Lauderdale, Florida 33068 (954-724-7068).

### **CHANGE OF ADDRESS:**

Applicants are responsible for notifying the Human Resources Department of any change of address and/or telephone number.

### **EMPLOYMENT STANDARDS:**

Experience means full-time paid experience unless the announcement states volunteer experience is acceptable. (Part-time paid experience may be accumulated to meet the total experience requirements). When an examination includes a rating for training and experience only training and experience information submitted prior to the closing date will be considered.

### **EXAMINATION RESULTS:**

Scores and standings on eligible lists will not be given upon request.

### **HIRING PROCEDURES AND SELECTION:**

Employment lists are established by ranking candidates according to their overall scores in the examination. The candidates must be successful in each part of the examination. To fill each vacancy, the hiring department will make a selection from among the top three ranks on the employment list. A candidate who is not selected will remain on the employment list for one year and will be certified to other similar Vacancies as they occur.

### **PRE-EMPLOYMENT DRUG SCREENING:**

Each applicant shall execute a consent form. Each person selected to fill a position shall undergo drug screening prior to appointment. An offer of employment is not binding until a candidate has passed this examination and other pre-employment background and reference checks.

### **PROBATIONARY PERIOD:**

The probationary period is the final phase of the examination process. Each original open-competitive appointment to a permanent position shall be subject to a probationary period of one year. Each promotional appointment shall be subject to a six month probationary period.

### **RESIDENCE REQUIREMENT:**

Applicants are not required to reside in North Lauderdale in order to be eligible to compete in an entrance examination.

### **TRAVEL AND RELATED EXPENSES:**

The City of North Lauderdale does not reimburse applicants for any travel or related expenses incurred in connection with applying and competing for employment.

### **VETERAN'S PREFERENCE:**

A veteran who enters an open-competitive examination shall be eligible to receive preferential credit added to the total passing score earned in the examination as provided for in the Personnel Rules. To obtain veteran's preference candidates MUST submit a copy of separation papers (FORM DD-214) at the time the application is filed.

## **EMPLOYEE BENEFITS**

The following explanation of benefits applies to employees in permanent full-time positions. Some benefits differ, depending on the employee unit.

### **VACATION:**

Employees earn 12 days of vacation leave a year for the first five (5) years of continuous employment. Employees accrual rate changes based on years service over five (5) years.

### **SICK LEAVE:**

96 hours of sick leave are earned each year. Accrued sick leave may be used as needed for personal illness.

### **HOLIDAYS:**

The City of North Lauderdale observes 12 regular holidays a year and such other days as the City Council may designate. When a holiday falls on Saturday or Sunday, the preceding Friday or the following Monday may be declared a holiday for city employees.

### **WORKING CONDITIONS:**

The basic work week is five days, 40 hours for most Divisions.

### **HEALTH PLANS:**

Medical insurance, hospital coverage is available to all full time employees and their dependents. The City provides life insurance to all employees.

### **ADDITIONAL BENEFITS:**

The City program includes retirement, survivor benefits and disability benefits to employees in selected job classifications.

### **SALARY:**

The salary range for each position is listed on the examination announcement.

### **CREDIT UNION:**

Credit Union membership is available to employees providing the following services: Loans, systematic savings, dividends, financial counseling, car loans, notary service, and more.