



CITY OF NORTH LAUDERDALE

Is seeking qualified applicants for the position of

OPEN AND COMPETITIVE

Opening Date 07/14/2017

Closing Date Open until filled

SENIOR COUNSELOR – AFTER SCHOOL PROGRAM

Grade 32 (Hourly Range \$10.58 – 18.04)

Responsible for the direct supervision and weekly and daily planning of activities for children in recreation programs. Work under the direction of the Recreation Programmer and/or Recreation Manager.

EXAMPLES OF WORK PERFORMED

- Supervises children in recreation programs.
- Supervises field trips.
- Instructs children in games, athletics, and special activities.
- Completes required paperwork, i.e. daily attendance, incident/accident reports, etc.
- Supervises upkeep of recreation program facilities and equipment.
- Maintains control and order of campers and staff.
- Office work and other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

- Supervisory and leadership skills.
- Considerable knowledge of indoor and outdoor games, athletics, arts and crafts, and recreation activities.
- Positive attitude in working with children.
- Understands children's behavior.
- Ability to work with children, parents, and co-workers.
- Ability to understand and follow oral and written communications.
- Basic First Aid knowledge.
- Must be available to work afternoons, nights, weekends and holidays.

DESIRABLE EXPERIENCE AND TRAINING

High school graduate with a minimum of one-year experience working with children, preferably in a responsible position.

NECESSARY SPECIAL REQUIREMENTS

Must be physically able to operate office and communication equipment, possess visual, auditory, and oral acuity and the ability to lift up to 35 pounds. The position requires periods of sitting, standing, bending, stooping and walking.

Review of employment application to determine relevant training and/or experience by the Human Resources Manager and Parks & Recreation Director.

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

Submit application:

Human Resources Department
City of North Lauderdale
701 S.W. 71st Avenue
North Lauderdale, FL 33068
Fax: (954) 724-6975
E-Mail: llarrieux@nlauderdale.org
Website: 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 bona fide 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.