



## CITY OF NORTH LAUDERDALE

Is seeking qualified applicants for the position of

### OPEN AND COMPETITIVE

Opening Date 01/29/17

Closing Date 03/29/17 12PM

## Senior Counselor I

**Grade 32 - Hourly Range \$10.58**

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.
- Plans and completes "Week in Advance" form of daily activities for children.
- Prepares for and supervises field trips.
- Instructs staff and 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.
- Supervises Junior Counselor and Recreation Attendant.

### 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.

### 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. 71<sup>st</sup> Avenue  
North Lauderdale, FL 33068  
Fax: (954) 724-6975  
E-Mail: [ewatkins@nlauderdale.org](mailto:ewatkins@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 your knowledge, skills and qualifications for the position being applied for.

**AN EQUAL OPPORTUNITY EMPLOYER**

**DRUG FREE WORK PLACE**