

NOTICE EMPLOYMENT OPPORTUNITY CITY OF WINTER HAVEN

P.O. BOX 2277 - WINTER HAVEN, FL 33883-2277

Phone (863) 291-5650

www.mywinterhaven.com

Hearing Impaired: 711 RELAY or 1-800-955-8770

October 27, 2009

OPEN COMPETITIVE
PART-TIME RECREATION ATTENDANT
(WHRCC)

ESSENTIAL JOB FUNCTIONS: Leads recreational activities by supervising groups in low organized games, athletics and special recreational events. Assists in organizing activities such as arts and crafts, sports, games, music, tournaments, etc. Maintains discipline and assures compliance with safety rules and regulations. Sets up recreational apparatus and equipment. Responsible for activity records and supply inventories. Makes minor repairs to equipment. Maintains cleanliness of recreational facilities as needed. May open, close and generally secure recreational facilities. Reports to the Recreation Supervisor. This is not intended to be an all-inclusive listing of essential job functions; the performance of other essential functions may be required.

KNOWLEDGE, SKILLS & ABILITIES: Ability to supervise groups engaged in recreational activities. Working knowledge of games, athletics and arts and crafts. Ability to establish and maintain effective working relationships with co-workers and the general public. Must be in good physical condition.

EDUCATION & EXPERIENCE: Graduation from an accredited high school or possession of an acceptable equivalency diploma. Experience in organized or specialized recreational activities. Position is very suitable for students wishing to pursue a recreation or similar degree.

SPECIAL REQUIREMENTS: Must have a valid Florida Class E drivers' license with a good driving record as determined by the City of Winter Haven. **MUST BE ABLE TO WORK A FLEXIBLE SCHEDULE INCLUDING EVENINGS, WEEKENDS AND HOLIDAYS.**

SALARY RANGE: \$10.22 per hour minimum.

CONTACT: Human Resources

CLOSING DATE: November 10, 2009

"EQUAL OPPORTUNITY EMPLOYER"