

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

March 1, 2010

OPEN COMPETITIVE/PROMOTIONAL
RECREATION SUPERVISOR I
(WHRCC)

ESSENTIAL JOB FUNCTIONS: Performs highly responsible professional work in the coordination and implementation of recreation programs and assistance in facility oversight. Plans, organizes, coordinates and implements a wide variety of recreation activities including instructional activities, summer youth programs, after school programs and special community-wide activities. Prepares and distributes information about programs and leisure opportunities. Ensures that programs operate within established guidelines and in accordance with City and departmental policies and procedures. Trains and supervises paid staff and volunteers assigned to work programs. Acquires necessary materials and supplies for recreation activities and sets up facilities for events. Conducts frequent inspections of facilities to assure cleanliness, safety and proper function set up. Maintains close liaison with groups in planning various recreation activities. Publicizes activities and responds to public inquiries concerning programs offered. Schedules and conducts program registrations; collects fees, issues receipts, reconciles funds and prepares same for deposit in a timely manner. Performs office duties which include assisting with the preparation of the recreation budget; preparing and processing work orders and requisitions; writing and typing reports and preparing and maintaining related records. Operates office machines including a typewriter, computer, copy machine and fax machine. Orders supplies and maintains supply inventory. Provides safe transportation for recreation program participants. 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: Knowledge and ability to plan, organize and conduct recreation programs and activities which encompass a wide variety of interests throughout the community. Ability to train and supervise paid staff and volunteers. Ability to effectively communicate with personnel and the general public, both orally and in writing. Must be able to solve problems under stressful circumstances using independent judgment. Ability to operate a 16 passenger bus in a safe and efficient manner and have knowledge of traffic and highway safety rules and regulations and of precautions necessary to avoid accidents.

MINIMUM EDUCATION & EXPERIENCE: Graduation from an accredited two year college or university with a degree in recreation, education or related field. One year experience in administering recreation programs preferred. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.

Must be able to work a flexible schedule including evenings, weekends and holidays.

(Over)

SPECIAL REQUIREMENTS: Must obtain a Florida Class B drivers' license with a passenger endorsement within the first six months of employment. Must possess a good driving record as determined by the City of Winter Haven. Absence of non-prescribed controlled substances in the applicant's system as verified by a laboratory approved by the City of Winter Haven.

PHYSICAL/ENVIRONMENTAL FACTORS: Must have the physical ability, strength and flexibility to perform the job functions in the work environment. Reasonable accommodations will be made for otherwise qualified individuals with a disability.

SALARY & BENEFITS: \$15.86 per hour minimum with a benefit package that includes 12 vacation days, 12 sick days and 10 paid holidays per year; co-sponsored medical, dental and life insurance plan participation; a co-sponsored pension plan and Social Security coverage.

CONTACT: Human Resources

CLOSING DATE: March 15, 2010

"EQUAL OPPORTUNITY EMPLOYER"