



CITY OF EUSTIS, FLORIDA
EMPLOYMENT OPPORTUNITY
RECREATION AIDE
PART TIME/TEMPORARY POSITION

June 7, 2019

This is part time/temporary work involving the organization and direction of various city recreational activities and events. A team player who is responsible, dependable and has the ability to supervise and interact with children is needed. **These are temporary, usually summer positions, hours vary from app. 15 - 30 hours a week. Working hours are from 7 am to 6 pm.**

ESSENTIAL JOB FUNCTIONS

Under the direction of a Program Coordinator:

- Provides assistance in the direction of recreational activities such as sports, games, dancing, arts and crafts, nature activities and music;
- Assists with instruction on the various techniques, rules and regulations of team and individual sports, games and activities;
- Sets up and takes down all equipment before and after scheduled activities;
- Assists with the maintenance and inspection of all equipment;
- Maintains order, discipline and safety;
- Performs other related duties as required.

REQUIREMENTS:

Knowledge, Abilities and Skills

General knowledge of various recreational programs and activities; knowledge of the behavior and needs of children of a variety of age levels.

Ability to deal with the general public of all ages tactfully and effectively; ability to develop positive interest in recreational activities.

Physical Demands

This is continuous light work and occasional heavy work. Requires frequent walking and standing for long periods of time; Frequent stooping, bending and reaching; lifting 50+ pounds and carrying/pushing/pulling 50+ pounds; good finger/hand dexterity and hand/eye coordination; good eyesight, hearing and speech; working in adverse environmental conditions (heat, cold, rain, etc.) for long periods of time.

Minimum Qualifications

No experience or training required. Must be a responsible team player who enjoys supervising/leading children's activities. Experience supervising/working with children desirable.

Salary – \$8.88/hr. Part time/temporary positions working less than 30 hours per week are not currently eligible for employment benefits. Only applicants with the most job-related qualifications will be selected for interview and further consideration. Additional consideration may be given to applicants with more extensive education, training, or experience. Final candidates may be required to pass a drug test and are offered a conditional offer of employment contingent upon satisfactory results of a thorough background check including criminal history, driver's license check, & medical exam (if applicable).

CLOSING DATE: OPEN UNTIL CLOSED BY THE CITY

EQUAL OPPORTUNITY EMPLOYER
Minorities/Females/Disabled
Florida Drug Free Workplace
Veterans Preference Employer

HUMAN RESOURCES DEPARTMENT
CITY OF EUSTIS
P.O. Drawer 68 (109-A E Orange Ave)
Eustis, FL 32727-0068
Phone – 352-483-5472
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IMPORTANT: The City of Eustis is an Equal Opportunity Employer and does not discriminate in recruitment, examination, appointment, training, promotion, retention, or any other personnel action because of race, color, religion, sex, disability, marital status, age, national origin, citizenship, genetic information or any other factor protected by law. The City provides Veteran's Preference per FS 295.07. When a preference-eligible applicant receives notice of a hiring decision and believes that he or she was not afforded employment preference in accordance with applicable Florida law and regulation, the applicant may file a written complaint requesting an investigation to the Florida Department of Veterans' Affairs, Division of Benefits and Assistance, 9500 Bay Pines Blvd., Room 214, St. Petersburg, Florida 33708. Such complaint shall be filed within 60 calendar days from the date that the notice is received by the preference-eligible applicant pursuant to Sections 120.569 and 120.57, F.S. ***Applicants claiming Veteran's Preference must complete a City of Eustis application identifying themselves as an eligible veteran and submit FDVA form VP-1, VP-2, or VP-3 along with documentation, as soon as possible (contact HR for forms).*** The City encourages applications from qualified individuals with disabilities and will make reasonable accommodation to the extent provided by law. If accommodation is needed for applicant testing, please inform the City, prior to the testing date.

Applications must be received or postmarked no later than 12:00 midnight on the closing date. The City may close positions that are posted with an "Open" closing date at any time, without prior notice. Applications available via email, please email personnel@ci.eustis.fl.us to request an application. Printed applications available in person at 109-A East Orange Ave, Eustis, office hours are 8:00 am to 5:00 pm Monday thru Friday. For more information, please visit Human Resources at www.eustis.org or call us at 352-483-5472. Under Fla. Law, all application materials are public record and subject to public scrutiny.