

CITY OF WINTER SPRINGS
POSITION VACANCY
SUMMER CAMP LEADER - SEASONAL
INTERNAL & EXTERNAL JOB POSTING

**EMPLOYMENT WITH THE CITY PROVIDES: APPLICATIONS GIVEN AND
JOB LINE # 407-327-7595 ACCEPTED:**

www.winterspringsfl.org

- **Competitive Wages**
- **Merit Program**
- **Paid Vacation**
- **Paid Holidays**
- **Paid Sick Leave**
- **RETIREMENT**
- **Long Term Disability Ins.**
- **Group Life/Health Insurance**

**Monday - Friday
8:00 A.M. TO 5:00 P.M.**

**TUESDAY
DATE POSTED: 02/08/2011**

**OPEN UNTIL
CLOSING DATE: FILLED**

The City of Winter Springs is an Equal Opportunity Employer/M-F/VP/D/M. To apply, a City of Winter Springs application or a resume must be submitted to the City's Human Resources Office no later than 5:00 p.m. on the closing date. (If mailed, must be post marked no later than the closing date. ALL POSITIONS ARE REGULAR FULL-TIME UNLESS OTHERWISE NOTED. QUALIFIED INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY AND MAY BE REASONABLE ACCOMMODATED. As part of our commitment to a Drug-Free Workplace, a job applicant is offered employment conditional upon successfully passing a drug test. Refusal to take the test, or failure to pass the test according to minimum standards, is cause for disqualification. If you become employed with the City, you may be required to again submit to a drug test as requested. Your refusal or failure to pass the test to minimum standards will result in your termination.

**DEPARTMENT: PARKS & RECREATON
PAYGRADE: N/A HOURLY RANGE: \$9.00 - \$11.00**

GENERAL DESCRIPTION:

Supervision of summer recreation programs and activities. Work is performed under the direct supervision of the Programs Coordinator.

SUPERVISORY RESPONSIBILITIES:

Supervision over counselors in training, and subordinate program personnel.

ESSENTIAL JOB FUNCTIONS:

1. Conducts registration at the Civic Center. Accounts for funds collected.
2. Offers a schedule of diversified programs of activities including competitive and non-competitive recreation activities. (Including: sports, games, arts and crafts), songs, drama, storytelling, trips and tours, etc.)
3. Responsible for recreation equipment use and maintenance.
4. Inspects facilities and equipment, area, and issues reports concerning maintenance needs.
5. Assists with interviews and recommends staff, trains counselors and volunteers Assists with monitoring work hours reported and payroll time sheets.
6. Assist with the direction of the camp staff on a daily basis.
7. Assists with enforcing camp rules and is responsible for camper's safe behavior and over all camp safety.
8. Complies with department policies.
9. Maintains camper's daily attendance and activity reports.
10. Attends camp staff meetings.
11. Assists with monitoring and directing summer camp.
12. Deals with minor parental issues.
13. Performs additional duties as required.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to read, write and speak English.
- Ability to plan, organizes, and conduct a wide variety of recreation activities.
- Ability to handle various size groups and age levels.
- Ability to effectively discipline and mediate arguments.
- Ability to supervise subordinate employees effectively.
- Skills in communication and public relations.
- Knowledge of leadership techniques.
- Ability to frequently stand, walk, use fingers, handle, or feel objects, tools or controls; reach with hands and arms; and talk and hear. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl.
- Ability to lift and/or move up to 25 pounds.
- Ability to work outdoors including intense or inclement weather conditions.
- Ability to follow written and verbal instructions.
- Knowledge of recreational activities, principles, and practices.

EDUCATION AND EXPERIENCE:

High school diploma or GED.

Minimum of one summer of camp recreation leadership experience or other recreation/physical education experience.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

Certification in CPR and First Aid.

LICENCES, CERTIFICATIONS OR REGISTRATIONS:

Valid Florida Driver's License