



Vacancy Announcement

Position: Part-time Recreation Aide

Posting Date: June 7, 2019

Introduction

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 approximately 15 to 30 hours a week. Working hours are from 7:00 a.m. to 6:00 p.m.

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; ability to remain at a city work shelter, before, during and after a hurricane or other storm or disaster, if asked.

Working hours

Varying days of the week based on event calendar, 7:00 a.m. to 6:00 p.m. (approximately 15 to 30 hours per week)

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 Information

\$8.88 per hour. 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. Please read important section below.

Closing Date

Open until closed by the City

Contact Information

Human Resources Department
City of Eustis

Physical Address

109-A East Orange Avenue
Eustis, Florida 32726

Mailing Address

Post Office Drawer 68
Eustis, Florida 32727

Phone number

352-483-5472

Fax number

352-483-0492

Email address

personnel@ci.eustis.fl.us

Important Information

Applications must be received no later than 5:00 pm on the closing date as listed above. The City may close positions that are posted with an Open closing date at any time, without prior notice. The City's application is required. After submitting an interest request via a career site, you should receive an email with the application link and further instructions from Human Resources. If you do not receive an email from Human Resources within one business day, contact 352-483-5472 or personnel@ci.eustis.fl.us. The online application is the preferred method but printed applications are also available in person at 109-A East Orange Ave, Eustis. Office hours are 8:00 am to 5:00 pm Monday

thru Friday. For assistance or more information, please visit Human Resources at www.eustis.org or call 352-483-5472. Under Florida Law, all application materials are public record and subject to public scrutiny.

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 Florida Statute 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 Boulevard, Room 214, Saint 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, Florida Statute. 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 or interview, please inform the City, prior to the testing or interview date.