

JOB OPENING

CITY OF FARMINGTON

JOB POSITION #29: RECREATION LEADER

NUMBER OF VACANCIES: 1 **DEPARTMENT:** Parks, Recreation, and Cultural Affairs
WORK LOCATION: Sycamore Park Community Center **HIRING RANGE:** \$8.00 - \$9.00 per hour
PAY CLASS: Temporary
DAYS WORKED: Monday – Friday (**some Saturdays**) **HOURS WORKED:** afternoon/evening hours
TYPE OF POSITION: Temporary/Part-Time
APPLICATIONS WILL BE RECEIVED UNTIL: Friday, March 26, 2010

JOB DUTIES

*Resumes submitted without a City of Farmington application
will not be considered in our job selection process.*

ESSENTIAL DUTIES:

Works under the general supervision of the Community Center Supervisor.

Using excellent customer service skills, establishes and maintains effective working relationships with other employees, officials, and all members of the general public.

Provides leadership for an after-school program at Sycamore Park Community Center

Must be able to take charge and direct children in case of an emergency.

Assists in facilitating a variety of community recreation and education programs for all ages including cultural arts, special events, physical activities, and special interest classes.

Performs a variety of receptionist and customer service duties for Sycamore Park Community Center.

Greets visitors to the Sycamore Park Community Center and directs them to the appropriate area.

Answers and screens incoming calls and takes messages for the Sycamore Park Community Center staff.

Receives fees for various recreational activities and building rentals.

Gives information to the public regarding all Sycamore Park Community Center activities throughout the year.

Supervises the facility and the safety of the participants using the facility during public hours and private rentals.

Responsible for closing and securing the facility at night.

Attendance at work is an essential function of this position.

NON-ESSENTIAL DUTIES:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

QUALIFICATIONS

This position is subject to the City's Drug and Alcohol Free Workplace Program. This includes: pre-employment testing, post-accident testing, reasonable suspicion testing, return-to-duty testing, and follow-up testing.

A criminal background check will be required for this position.

Background in recreation is helpful.

Advanced public relations skills necessary.

Advanced telephone skills necessary.

Ability to count change and use a cash register.

Ability to work varied hours, including weekends and evenings.

Must have a friendly disposition and caring attitude toward all ages of patrons.

Knowledge of lesson plans and children's programming, preferred.

Ability to work well with children.

Skill in First Aid and CPR or willingness and ability to obtain within the first year of employment.

Ability to assist in developing, coordinating, and directing varied activities involved in an after school program.

Ability to establish and maintain working relationships with co-workers, supervisors, other City personnel, and the public.

Ability to follow verbal and or written instructions.

Ability to work under stress and handle stressful situations.

Ability to meet deadlines.

Job Posting #29 – Recreation Leader – Sycamore Park Community Center

Ability to operate tools and equipment listed.

TOOLS AND EQUIPMENT USED:

Personal computer, including Microsoft software; cash register; calculator; copy and fax machines; phone; mobile or portable radio; various sports equipment used in recreation programs.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit, talk, and hear. The employee is frequently required to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions.

The noise level in the work environment is moderate.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER, M/F.