

Town of Fort Myers Beach Job Description

POSITION: FT Recreation Aide
DEPARTMENT: Recreation

SUMMARY:

This is a full-time position requiring a varying schedule. This employee will assist department staff in organizing and conducting various programs and activities. Works under the direct supervision of the Parks & Recreation Director and will supervise, part-time, contractual and volunteer workers.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Works in coordination with Departmental Program Coordinators and the Director.
- Performs a variety of duties concerned with the management, operation, supervision, and other activities for the Recreation Center, including formulating and overseeing all rentals.
- Plans, coordinates and oversees all athletic programming, including camps, clinics, programs, tournaments and special events.
- Receives and responds to public inquiries about athletics and departmental programming.
- Oversee the daily operations for the Recreation facility. Nights, weekends and some holidays are required. Administers the retail of resale items at the Recreation Center and events with the responsibility for the accounting of daily receipts.
- Performs all front desk operations and functions as assigned including the use of EZ Facility, as needed
- Prepares monthly activity, budget and membership reports. Assists in preparing and monitoring the programs and maintenance budget; assists in preparation of capital improvement budget. Manage maintenance logs and notifies the director of any equipment that needs to come out of service.
- Develops cooperative partnerships with area schools, business leaders and community organizations for the enhancement and support of all programming.
- Aids in general office routine, which includes registration of participants, preparation of reports, answering the phone, and dispensing general information to the public.
- Develops and maintains good working relationships with the general public, coworkers and the program participants. Skill in working with and leading people to achieve established goals.
- Reports the needs of the public with consideration to the program to the Recreation Director and suggests ways to meet those needs. Provides recommendations for and ensures compliance with operational policies, priorities, and standards relating to park operations in order to achieve long and short-term program objectives: establishes systems for monitoring programs; develops long-term work plans; develops goals and objectives; and participates in developing department wide goals and objectives.
- Performs other duties of this position or related positions as may become necessary or as directed by the Recreation Director.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE REQUIREMENTS

- The required skills would normally be acquired through attainment of an Associate's degree in Recreation, Senior Services or closely related field or an equivalent combination of formal education and related working experience.
- Must be a United States Citizen or eligible to work in the United States.
- Must possess a valid Florida Driver's License with acceptable driving record.
- Must successfully pass a background check, and alcohol and drug test.
- Ability to read and follow written and oral instructions.
- Able to establish and maintain effective working relationships.
- Able to operate necessary equipment.
- Excellent work history and attendance record preferred.
- Ability to communicate orally and in writing.
- CPR, LGT and First Aid certification preferred, but must attain certification within 45 days of date of hire.
- Backup with required state recreation and pool certifications within 45 days of date of hire.
- Experience with recreation facilities maintenance is a plus.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS (continued)

- Ability to organize and prioritize work and shift priorities in accordance with citizen and agency needs.
- Ability to work independently or as a member of a project committee as required
- Ability to work outside in various weather conditions.
- Ability to accomplish work which requires physical stamina.
- Ability to prepare routine administrative paperwork.
- Ability to follow and convey verbal and written instructions.
- Ability to establish and maintain effective working relationships with senior adults, coworkers, and the general public; Knowledge of customer service standards and procedures.
- Thorough knowledge of the policies, procedures, rules and regulations governing the recreational and sports program areas.
- Working knowledge of public information and public relations techniques.
- Ability to plan, organize and promote recreation activities and programs.
- Ability to evaluate the effectiveness of recreational program activities.
- Ability to plan and supervise the work of volunteers.
- Ability to communicate effectively both orally and in writing.
- Ability to analyze and organize data and prepare records and reports.
- Ability to successfully work with and serve a diverse local community.
- Positive attitude and enthusiasm for the job.
- Possess sight/hearing senses, or use of prosthetics that will enable these senses to function adequately so the requirements of this position can be fully met.

PHYSICAL/ENVIRONMENTAL DEMANDS

- Work environment is a community recreation center and may be noisy and bustling.
- Ability to work in varying and adverse weather conditions including heat, cold, rain, wind and in the community center, pool and field areas; as well as off-site locations. Environmental factors may vary, and position will require some time spent outdoors at all times of year.
- May be required to work hours other than the pool opening hours including, early evening and holidays and during emergency situations.
- Physical effort includes: moving heavy objects (up to 50 pounds) short distances (20 feet or less), sitting, swimming, stretching, reaching, balancing, climbing, walking and standing; occasional running and physical effort involved in first aid and lifesaving activities.
- Ability to perform strenuous work in varying and adverse weather conditions including heat, cold, rain and potentially dangerous environments.
- May be required to work hours other than the regular Town Hall hours including, nights, weekends, and holidays and during emergency situations.
- Possess sight/hearing senses, or use of prosthesis that will enable these senses to function adequately so the requirements of this position can be fully met.
- Significant standing, walking, moving, climbing, carrying, bending, and kneeling.
- Some crawling, reaching, handling, sitting, pushing, and pulling, bending, stooping and digging.
- Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact.
- Task involved the regular, and at times, sustained performance of heavier physical tasks such as walking over rough or uneven surfaces, bending, stooping, working in confined spaces and lifting and/or carrying moderately heavy (20 – 50 pound) items and occasionally, very heavy (100 pounds or over) items; or may involve the complex operation of recreation and pool equipment.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability)

This job description is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, management reserves the right to modify, add or remove duties and assign other duties as necessary. This job description does not constitute a written or implied contract of employment