



HAINES CITY

POSITION ANNOUNCEMENT

POSITION TITLE: Seasonal / Temporary Recreation Attendant

DATE OPENED: 05/15/2017

DEPARTMENT: Parks & Recreation

HIRING RANGE: \$10.00 – 13.28 (Hourly DOQ)

SUMMARY/OBJECTIVE:

Under the direction of the Recreation Supervisor, performs duties necessary to support the Recreation Division by completing general clerical duties.

ESSENTIAL FUNCTIONS:

1. Performs duties necessary to support the Recreation Division by completing general clerical duties. Duties include, but are not limited to, answering telephones, taking and recording registrations, customer service, application processing, taking and processing payments, creating payment and programming spreadsheets, and filing.
2. Responsible for maintaining a clean and orderly environment
3. Performs additional duties as assigned.

REQUIREMENTS:

- Required knowledge and experience is normally obtained through the completion of a curriculum resulting in either a High School Diploma or GED, and one (1) to three (3) years proven work related experience is required.
- First Aid and CPR Certifications are required.
- Knowledge of principles and practices of recreation and group activities.
- Must possess excellent oral and written communication skills.
- Ability to establish and maintain effective working relationships with City employees, campers, parents and/or guardians, businesses and the general public is essential.
- Ability to create, implement and oversee activities and events.

Our Mission

"Our team of professionals will provide our residents and business community with the highest quality services in a fiscally responsible manner through cooperation, strong ethical leadership with a lifelong commitment to enriching lives."

P.R.I.D.E.

Professionalism • Responsiveness • Integrity • Diversity • Ethics

OTHER REQUIREMENTS:

Must possess a valid Florida Class E driver license. Must pass applicable pre-employment testing and background and credit checks.

All applicants must complete an employment application and submit it to the City of Haines City Human Resources Department in order to be considered for employment. Applications and job announcements are available at www.hainescity.com. Positions are considered "open until filled," unless otherwise specified.

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