



TOWN OF SURFSIDE RECREATION LEADER II

DEPARTMENT: PARKS AND RECREATION

NON-EXEMPT

GENERAL DESCRIPTION:

Under general supervision of Parks and Recreation Superintendent assists with the year-round recreational programs. Work is reviewed through observation and reports for adherence to established policies and procedures.

ESSENTIAL JOB FUNCTIONS:

1. Teaches recreational fundamentals as required and enforces policies, rules, and safety regulations for participants.
2. Assists the children in learning crafts, athletics, games, and teamwork.
3. Performs various duties involving the issuance, receipt, storage, and inventory of recreational equipment, games, and craft supplies.
4. Works with the public.
5. Prepares flyers, posters and other materials to promote programs and increase community awareness and individual participation.
6. Assists with the coordination and planning of Town wide special events.
7. Assists with planning, organizing, implementing, supervising, and evaluation of specific recreation programs and summer camp.
8. Operates Town vehicles and equipment in a safe and efficient manner.
9. Assists in preparing schedules and work orders.
10. Assist with park inspections to ensure the safety of the public and park facilities.
11. Inputs and removes information from Town website.
12. Assists in operation of all the Town's Parks and Recreation Facilities.
13. Coordinates year-round and seasonal recreation staff, contractual instructors, coaches and volunteers in the development and implementation of recreation programs and facility operations.
14. Takes photographs of recreational activities for Town publications.
15. Supervises and participates in customer service aspects including but not limited to: program registrations, facility reservations, daily operations, customer service etc.
16. Assists in promotion of recreation programs and facilities through department marketing materials and related communications.
17. Performs a variety of duties such as answering phones, computer correspondence, running errands, facility setup and breakdown, etc.
18. Acts as a recreational advisor to clubs and special interest groups.
19. Assists in facility maintenance and upkeep as required.
20. Performs other functions as assigned.

(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 marginal duties as required.)

MINIMUM QUALIFICATIONS:

KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge of office terminology, methods, practices and procedures and ability to operate standard office equipment.
- Working knowledge of Parks and Recreation facilities.
- Ability to communicate orally and in writing to staff and program participants.
- Knowledge of Microsoft Office, Excel, Word, and Power Point.
- Ability to understand and follow oral and written instructions.
- Ability to use a camera.
- Ability to establish and maintain effective working relationships with fellow employees, superiors, and the general public.
- Knowledge of traditional non-athletic games, arts, and crafts.
- Ability to work nights, weekends and/or holidays.
- Good customer service skills.

EDUCATION AND EXPERIENCE:

High school graduation or possession of an acceptable equivalency diploma; two (2) years of general recreation experience. Must have excellent keyboard skills and proficiency with a varied range of computer application programs such as Microsoft Office, Word, Excel, and Power Point.

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

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

Valid Florida Drivers' License (required)

ESSENTIAL PHYSICAL SKILLS:

- Tasks involve frequent walking, standing, some lifting and carrying of heavy objects of moderate weight (12-20 lbs.).
- Tasks require color, sound, depth, texture, and visual perception and discrimination and oral communication ability.

ENVIRONMENTAL CONDITIONS:

- Tasks may require infrequent exposure to adverse environmental conditions.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

Revision History: 3/18/2008; 4/24/2008; 5/5/2008; 1/30/2009; 4/10/2012; 7/10/2014; 1/21/2021; 11/18/2021; 5/2/2024

This job description does not constitute an employment agreement between the Town of Surfside and the employee. It is used as a guide for personnel actions and is subject to change by the Town as the needs of the Town and requirements of the job change.

Approved:

Town Manager's Signature: _____

