

Posted February 4, 2011

City of Oakland Park
Career Opportunity Posting
Vacancies – 4

Posting #: 009-2011
Open Competitive

SUMMER RECREATION AIDE I

Salary Range (186): \$10.53
Closing Date: Open Until Filled

POSITION:

Provides entry-level assistance in the delivery and conduct of recreational programs and leisure services activities for the City. Assignment areas include, but are not necessarily limited to, aquatics programs, youth and summer camp programs, arts and crafts, and leisure services. Essential job duties, as outlined herein, are performed according to the area of assignment.

THIS POSITION REQUIRES WORKING DAYS /MONDAY - FRIDAY/40 HR. WORKWEEK

ESSENTIAL FUNCTIONS:

The list of duties and functions, as outlined herein, is intended to be representative of the type of tasks performed within this classification. They are not listed in any order of importance. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Greets internal and external customers of the department; provides direction or directs to appropriate entity. Receives and responds to general information requests from the public. Supervises activities for varying recreation activities, e.g., game and activity room, outdoor sports and aquatics activities. Leads and supervises groups engaged in recreational activities. Maintains equipment on athletic fields and in recreation programs. Assists in the preparation and operation and special events as directed. Communicates with co-workers, management, citizens and others in a courteous and professional manner.

MINIMUM QUALIFICATIONS:

- Must be in sophomore year of High School.

PREFERRED:

- First Aid & CPR certification.

*Submit official City application for consideration to:
Human Resources Department
3650 NE 12th Avenue
Oakland Park, Florida 33334*

The City of Oakland Park is an Equal Opportunity/Equal Access
Employer/DFWP