

NOTICE EMPLOYMENT OPPORTUNITY CITY OF WINTER HAVEN

P.O. BOX 2277 - WINTER HAVEN, FL 33883-2277

Phone (863) 291-5600

www.mywinterhaven.com

Hearing Impaired: 711 RELAY or 1-800-955-8770

March 8, 2010

OPEN COMPETITIVE
LIMITED DURATION SUMMER RECREATION POSITIONS

RECREATION ATTENDANT/CAMP COUNSELOR (20 positions available): Conducts a variety of recreational activities by leading children (6 to 12) in games, arts & crafts, athletics, etc. Maintains discipline and complies with safety rules and regulations. Sets up and operates equipment such as props, furniture, VCR, movie projector, audio equipment, etc. Maintains cleanliness of the facility; maintains activity records and reports; maintains accurate records of fees collected; performs other assigned work as designated by supervisor. This is not intended to be an all inclusive listing of essential job functions; the performance of other essential functions may be required.

RECREATION ATTENDANT/BUS DRIVER (4 positions available): Transports children to various activities by driving a bus. Drives a Polk County School Board bus to and from off-site activities. Assists in conducting recreation activities by leading children (6 to 12) in games, arts & crafts, athletics, etc. Maintains discipline and compliance with safety rules and regulations. Sets up apparatus and other equipment; performs other assigned work as designated by supervisor. **Polk County School Bus Driver Certification is required and a copy of same must be submitted with the application.**

ADDITIONAL REQUIRED KNOWLEDGE, SKILLS & ABILITIES: Nature of all recreation jobs requires good physical strength, coordination and dexterity. Must be able to work outside in hot, humid weather.

SALARY: \$10.22 per hour minimum.

CONTACT: Human Resources

CLOSING DATE: March 22, 2010

“EQUAL OPPORTUNITY EMPLOYER”