

# NOTICE EMPLOYMENT OPPORTUNITY CITY OF WINTER HAVEN

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

PHONE (863) 291-5650

[www.mywinterhaven.com](http://www.mywinterhaven.com)

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

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March 8, 2010

OPEN COMPETITIVE  
**PART TIME LIMITED DURATION RECREATION LEADER**  
(Summer Only- Rotary Park)

**ESSENTIAL JOB FUNCTIONS:** Assists in organizing and implementing recreational activities. Prepares and disperses information about programs and leisure opportunities. Operates a computerized customer database. Collects fees for program participation and facility usage; maintains accurate records of fees collected. Operates office and maintenance equipment including but not limited to a computer, cash register, telephone and other equipment used in conjunction with the operation of recreational facilities. Cleans facility areas as necessary. Maintains accurate facility maintenance records. Orders supplies and maintains a supply inventory. Opens and closes facility. Provides customer service and responds to public inquiries. Leads staff when Recreation Supervisor is not present. This is not intended to be an all inclusive listing of essential job functions; the performance of other essential functions may be required.

**KNOWLEDGE, SKILLS & ABILITIES:** Knowledge of general recreation programs and operating procedures. Ability to operate office and maintenance equipment. Thorough knowledge of how to use a computer. Ability to establish and maintain effective working relationships with co-workers and the general public. Ability to use independent judgment and make decisions about work tasks.

**MINIMUM EDUCATION & EXPERIENCE:** Graduation from an accredited high school or possession of an acceptable equivalency diploma. One year experience in organized or specialized recreational activities. An equivalent combination of education and experience determined to be directly related to the foregoing specific requirements may be substituted.

**SPECIAL REQUIREMENTS:** Absence of non-prescribed controlled substances in the applicant's system as verified by a laboratory approved by the City of Winter Haven.

**PHYSICAL/ENVIRONMENTAL FACTORS:** Must have the physical ability, strength and flexibility to perform the job functions in the work environment. Reasonable accommodations will be made for otherwise qualified individuals with a disability.

**SALARY:** \$12.43 per hour.

**CONTACT:** Human Resources

**CLOSING DATE:** March 22, 2010

"EQUAL OPPORTUNITY EMPLOYER"