



## **SUMMER RECREATION DIRECTOR**

### **Temporary Position - Seasonal**

### **Parks and Recreation Department**

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**MAJOR FUNCTIONS:** This is responsible work involving the oversight and coordination in the operation of the City's Summer Recreation Program. Work is performed under the supervision of the Assistant Parks & Recreation Director.

**ESSENTIAL DUTIES:** Responsible for coordinating the daily operation of the City's Summer Recreation Program, including conducting and assisting in the development of onsite and offsite child recreational activities (e.g., attending theme parks, games, arts & crafts and athletics), ensuring the safety of participating children during various activities and events, performing cleaning and maintenance duties and setting-up and breaking-down materials required for the program. Also responsible for the direct supervision of assistant counselors and junior assistants. Performs other non-essential duties as required.

**KNOWLEDGE, EDUCATION, AND EXPERIENCE:** Knowledge of child education and teaching techniques as well as child recreational activities, athletics and child supervision methods. Must have knowledge of basic first aid and occupational hazards. Ability to maintain effective working relationships with City employees, participating children and family members and the general public is essential.

Prefer successful candidate to possess related experience and qualifications. Possession of a valid Florida driver's license is required.

**JOB LOCATION:**                   **Auburndale Senior Center**  
**Auburndale Woman's Club**

**WORK SCHEDULE:**           Monday -Friday, 40-50 hours per week - 8 week program

**HIRING RATE:**                   \$14.00/Hour

**CLOSING DATE:**                OPEN UNTIL FILLED

Persons interested in this position should complete a City of Auburndale application and submit it to the Parks & Recreation Department, 119 West Park Street. The successful applicant will be required to pass a pre-employment drug and background screening.

*The City of Auburndale is a  
Drug-Free Workplace and an Equal Employment Opportunity Employer.*