

## Town of Fort Myers Beach Job Description

**Position:** Recreation Aide  
**Department:** Parks and Recreation

### POSITION SUMMARY

This is a part-time position with a varying schedule. Under the general direction of the designated supervisor, position is responsible for assisting in the administration, and operation of both recreation and aquatic facilities and programs which they are assigned. Responsibilities may include but are not limited to, lifeguarding, coaching, monitoring of participants, providing instruction to participants, cash handling and daily reporting, communicating with visitors and participants, processing of registrations, miscellaneous daily paper work, general clean up and custodial duties. Activities may include on and off site programs, trips and special events.

### ESSENTIAL JOB FUNCTIONS

- Monitor children and adults during public open recreation and programmed events. Monitor children in an after school program or no school environment.
- Assist with special events, including, but not limited to set up and removal of equipment, decorations and food supplies.
- Assist with onsite sports programs including but not limited to, set up and take down of sporting equipment.
- Monitor facility usage, open and closing responsibilities, and minor maintenance. Responsible for the day to day cleanliness of the Recreation Center by performing light facility maintenance and custodial duties including, but not limited to: lifting; sweeping; disposing of waste; vacuuming; and, washing windows. Outdoor maintenance may include: lining ball fields; raking; sweeping; driving golf cart type vehicle; and, Picking up trash.
- Provide information and instruction to clients with respect to buildings, facilities, fields and programs.
- Prepare athletic fields for sporting events, including but not limited to soccer, baseball and volleyball.
- Assist with onsite sports programs including but not limited to, set up and take down of sporting equipment. Assist with the scheduling of sporting programs and special events.
- Count and monitor attendance at all entrance to facility, programs, games and tournaments.
- Responsible for cash handling and reporting, as needed.
- Must be available to work mornings, evenings, weekends and holidays.
- Provide assistance where needed, performs other duties as assigned.
- Responsible to notify direct supervisor of incidents or behavioral problems related to programs or participants.

(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 duties as required.)

### EDUCATION AND EXPERIENCE REQUIREMENTS

- Must be at least 16 years of age.
- Confidence in dealing with the public and groups of people.
- Must be a United States Citizen or eligible to work in the United States.

- Must possess a valid Florida Driver's License with acceptable driving record.
- Must successfully pass a background check, alcohol and drug test.
- Lifeguard certification or ability to obtain upon hire
- Ability to read and follow written and oral instructions.
- Able to establish and maintain effective working relationships.
- Able to operate necessary equipment.
- Excellent work history and attendance record preferred.
- Ability to communicate orally and in writing, ability to perform basic math is mandatory

## **KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS**

Positive attitude and enthusiasm for the job. Strong customer service, cashier and recreation experience preferred.

Ability to accomplish work which requires physical stamina. Ability to stand and use computer and or cash register for extended periods of time.

Ability to work outside in various weather conditions; Ability to work a flexible schedule including weekends and Holidays.

Self-motivation and the ability to work independently and on multiple tasks at the same time.

Ability to establish and maintain effective working relationships and work cooperatively with volunteers, interns, coworkers, representatives of outside organizations, all ages of general public, supervisors, support staff and other department's positions interacts with.

Ability to prepare routine administrative paperwork; Ability to organize data and prepare records and reports.

Ability to follow verbal and written instructions; Ability to communicate effectively both orally and in writing.

Able to respond to citizen inquiries/concerns with tact and courtesy; able to work under stressful conditions as required.

Ability to exercise independent judgment in both routine and non-routine situations.

May operate a variety of equipment including golf cart transportation, vans, including appropriate training to securing valid certificates.

Maintains the physical ability complete required lifeguard certification and attend monthly in-service trainings, to lift inventory and assist in transporting kayaks, bikes and related equipment.

## **WORKING HOURS/PHYSICAL/ENVIRONMENTAL DEMANDS**

Work environment is indoors and outdoors in a recreation and aquatic settings, which may be a loud, noisy and bustling environment.

Medium physical effort; requires handling of average-weight objects up to 50 pounds and standing, walking. Effort applies to no more than six (6) hours per day.

Environmental factors may vary, and position will require time spent outdoors at all times of year; Ability to perform strenuous work in varying and adverse weather conditions including heat, cold, rain and potentially dangerous environments.

Will be required to work hours other than the regular Town Hall hours including, nights, weekends, and holidays and during emergency situations.

Possess sight/hearing senses, or use of prosthesis that will enable these senses to function adequately so the requirements of this position can be fully met.

Significant standing, walking, moving, climbing, carrying, bending, and kneeling; is essential to the job. Some crawling, reaching, handling, sitting, pushing, and pulling, bending, stooping.

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact.

*Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability. This job description is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, management reserves the right to modify, add or remove duties and assign other duties as necessary. This job description does not constitute a written or implied contract of employment.*