

CITY OF BONITA SPRINGS

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| JOB TITLE: | Senior Recreation Specialist |
| DEPARTMENT: | Parks and Recreation |
| REPORTS TO: | Recreation Center Supervisor |
| ROLE & LEVEL: | A3 |
| STARTING PAY: | \$14.52/HR |

WORK OBJECTIVE:

Plans, organizes, and instructs individuals in a variety of recreational, educational and fitness activities. Keeps the public informed and up to date on upcoming events and programs. Informs park visitors of park and recreation ordinances.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. 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.

- Monitors dates of classes and prints rosters to put together instructor contracts for programs; submits to the finance department
- Ensures that instructors maintain certifications and insurance
- Creates all forms, applications, and event fliers for the recreation center
- Supervises the skate park and manages merchandise/inventory
- Assists and plans special events
- Provides customer service by registering customers for classes, greeting the public and answering questions
- Responsible for opening and closing the recreation center facility
- Responsible for balancing daily revenue
- Monitors cash flow in the register and keeps necessary change
- Contacts individuals to recover monies from insufficient fund checks
- Assists the recreation center supervisor with repairs
- Sells memberships and equipment
- Performs general cleaning duties
- Answers phones
- Instructs fitness and recreation programs

MINIMUM QUALIFICATIONS:

High school diploma/GED; supplemented by three or more years' customer service experience; community or fitness programming skills preferred; or an equivalent combination of education, certification, training and/or experience.

- Possession of a valid State of Florida driver's license required
- Fitness certifications a plus

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KNOWLEDGE, ABILITIES, AND SKILLS:

- Knowledge of Microsoft Office
- Ability to be flexible and adaptable
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to organize work for timely completion
- Ability to follow complex oral and written instructions
- Ability to communicate effectively orally and in writing
- Skilled at paying attention to detail
- Skilled in organizational methods and time management

PHYSICAL REQUIREMENTS:

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 20 pounds). Tasks may involve extended periods of time at a keyboard or work station.

ENVIRONMENTAL REQUIREMENTS:

Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

SENSORY REQUIREMENTS:

Tasks require sound and visual perception and discrimination. Tasks require oral communications ability.

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The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The City of Bonita Springs is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, The City of Bonita Springs provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Name (print)

Supervisor's Name (print)

Employee Signature

Supervisor's Signature

Date

Date