



CITY OF STUART JOB ANNOUNCEMENT

Human Resources
121 SW Flagler Avenue
Stuart, FL 34994
www.cityofstuart.us

The City of Stuart is an historic coastal community with a population of 16,500 and offers unique downtown shops, galleries and restaurants that add to our small town charm. Awarded “America’s Happiest Seaside Town 2016” by Coastal Living and “Most Beautiful City 2008” by America in Bloom, the City of Stuart offers a quality lifestyle for residents and visitors alike.

PT Recreation Leader (Community Services- 10th Street) Community Engagement Program

Hiring Range: \$13.52 - \$16.79 per hour

FLSA Status: Non-Exempt

Announcement Date May 15, 2017

Closing Date: Open Until Filled

*****Must have the ability to work irregular hours as necessary such as evenings and weekends, approximately 25-30 hours per week*****

In addition to a satisfying work environment where employees are respected and valued for their contributions, the City of Stuart offers an attractive benefits package and award-winning wellness program. We offer two (2) medical and dental plans, supplemental insurance, deferred compensation, retirement benefits through the Florida Retirement System, and more to all full time and part time eligible employees.

Characteristics of the Class

Under the general supervision of the Programs Supervisor, incumbent is responsible for planning, organizing and supervising recreational programs for youth, teen, adult and senior citizens. This includes but is not limited to community interest classes, cultural programs and special events. The incumbent may conduct, participate and/or supervise leisure activities for all ages. Work is reviewed through observation and/or written reports for conformance to the division’s rules and established policies.

Illustrative Duties (the following are highlights; a detailed job description is available in Human Resources)

- Assist in the planning, promotion, organization, scheduling and leading quality activities for youth and adult programs.
- Maintains safety and health standards at all times while encouraging healthy and safe behavior; provides basic first aid and guidance to program participants & citizens.
- Communicates and responds to inquiries regarding the department, use of facilities, programs and leisure activities.
- Maintains records of attendance, programs, activities, equipment and supplies.

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- Recommends and/or drafts the writing of reports and requisition forms for supplies; reports needs for repair or maintenance work to building, equipment or facilities.

NOTE: The examples of essential functions as listed in this classification specification are not necessarily descriptive of any one position in the class. The omission of an essential function of work does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Minimum Qualifications and Education

High School Diploma or equivalent with two (2) years of experience in Recreation programming or a combination of training and experience.

Licenses and Certifications

Must have a valid FL Driver’s License.

Essential Physical Skills and Environmental Conditions

Task involves frequent walking, at times over rough or uneven surfaces, sitting, stretching, pushing, pulling, bending, stooping, standing; some lifting and carrying objects of moderate to heavy weight (30-50 pounds); and/or the operation of vehicles, office equipment, keyboard, or hand tools in which manipulative skills and hand-eye coordination are important ingredients of safe and/or productive operations. Task may require infrequent exposure to adverse environmental conditions. Task requires sound, odor, visual, color, texture and depth perception and discrimination. Task requires oral communications ability.

A City of Stuart Application for Employment can be obtained through our website (www.cityofstuart.us) or by visiting the Human Resources Department. Applications for employment must be sent or hand-delivered to the Human Resources Department.

The City of Stuart is a tobacco-free workplace. All applicants must attest that they have not used tobacco products for the preceding 3-month period from the date of application. Candidates chosen for positions with the City of Stuart must undergo pre-employment screening to include verification of their non-use of tobacco products in order to be considered for employment.