

Job Notice

The City of Port St. Joe is accepting Applications for the following positions:

Part Time Summer Program Assistants and Supervisors:

Duties include but not limited to: plan, implement and lead youth activities at a recreation site. Ensure all events and activities conform to appropriate safety and other rules. Ensure that facilities and equipment being used for programs or events are properly set up and maintained. Maintain the grounds and buildings for program. This is a rewarding job opportunity working with children ages 5 – 18. This position requires a criminal background investigation. Recreation experience is preferred. Closing date is May 18, 2018.

Employment applications may be picked up at City Hall or they are available on line at www.cityofportstjoe.com

Please submit an application to The City of Port St. Joe, Attn: Charlotte Pierce, P. O. Box 278 – Port St. Joe, FL 32457. If you have any questions, please contact Charlotte Pierce at (850) 229-8261.

The City of Port St. Joe is an Equal Opportunity Employer, Affirmative Action Employer and a Drug Free Workplace.

Run in the Star 4/26/18, and 5/3/18.

CITY OF PORT ST JOE

JOB DESCRIPTION

Part-time Recreation Staff

GENERAL DESCRIPTION:

Responsible for program implementation, supervision and safety of participants. Works under general supervision of STAC House Director.

ESSENTIAL JOB FUNCTIONS:

1. Assist with planning daily activities for various ages 5-17 years.
2. Supervise children on the outdoor playground and activities.
3. Help to make sure storage area is clean, organized and stocked with appropriate supplies.
4. Communicate any issues/concerns to director.
5. Assist director with daily responsibilities.
6. Daily set up and clean up of facilities.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS, AND ABILITIES

A minimum age of 16 years.

Ability to work well with children ages 5 -17 years.

Enjoyment of working with children.

Ability to communicate and work well with other adults.

Knowledge of age appropriate activities.

ESSENTIAL PHYSICAL SKILLS:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Work involves walking, talking, hearing, using hands to handle, feel or operate objects, tools, or controls, and reaching with hands and arms. Vision abilities required by this job include close vision and the ability to adjust focus.

The employee may be required to push, pull, lift, and/or carry up to 80 pounds. The noise level in the work environment is usually moderately quiet. Work may periodically require the employee to climb, balance, bend, stoop, kneel, crouch, and/or crawl. The employee may be required to work in outside weather conditions.