



**City Of Tavares**  
**Position Vacancy Announcement**  
**March 15, 2018**

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**Position Title:**        **Lead Summer Camp Counselor (Temporary Seasonal)**  
**Rate of Pay:**         **\$12.00 per hour**  
**Posting Number:**     **459**  
**Closing Date:**        **Open Until Filled**

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**GENERAL DESCRIPTION:**

This position functions in a leadership role for facilitating City-sponsored summer recreation programs, and reports to the Recreation Supervisor.

**ESSENTIAL JOB FUNCTIONS:**

- Provides assistance with recreational activities such as sports, games, and arts and crafts
- Assists with instruction on techniques, rules and regulations of a variety of activities
- Consistently exhibits interest, enthusiasm and involvement toward program activities and participants
- Consistently represents the City in a positive and cooperative manner
- Maintains order, discipline and safety through fairness and sound judgment
- Opens and locks recreation facility

*(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 marginal duties as required.)*

**MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES:**

- High school diploma or accredited equivalency, and minimum age of 21
- College students in Recreation, Leisure Services, or Child Care fields of study desirable
- Significant experience working with children in an organized recreational setting
- Ability to provide individual instruction, group instruction and leadership for children up to 12 years of age
- Ability to interact with program participants, parents, City staff and the general public of all ages in a professional, effective and tactful manner at all times
- Ability to facilitate age appropriate recreational activities and special programs with creativity and sound judgment

*(A comparable amount of training, education or experience may be substituted for the minimum qualifications.)*

**LICENSES, CERTIFICATIONS OR REGISTRATIONS:**

- Valid Florida Drivers license
- Valid CPR Heartsaver certification (City-sponsored course will be offered)
- Additional training relative to this position may be supplied by the City of Tavares.



The City Of Tavares is an Equal Employment Opportunity, Drug-Free Workplace and E-Verify Employer. Qualified individuals with disabilities are encouraged to apply and will be reasonably accommodated. Women and minorities are encouraged to apply. Veterans' Preference offered on initial hire per Florida Statute 295. Selected applicants receiving a conditional offer of employment are subject to a criminal, driver, education and employment background check, drug screen, psychological assessment and medical examination. To apply, a City of Tavares employment application and resume with a minimum of ten (10) years complete work history must be submitted to City of Tavares Human Resources no later than 5:00 p.m. on the closing date (if mailed, it must be postmarked no later than the closing date). Internal candidates must submit a completed Internal Transfer Request (available in Human Resources, no later than 5:00 p.m. on the closing date. Minimum qualifications are subject to change pending approval of job description(s). Equivalent combination of related training and experience may be considered. The City of Tavares reserves the right to fill positions prior to the closing date. All positions are regular full-time unless otherwise noted.