



ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY
RECREATION LEADER – Special Needs

PART TIME TEMPORARY

Pay Range: \$10.00 – 12.00 per hour
FLSA Status: Non-exempt (eligible for overtime)

Work Schedule: Part time; 20 hours per week planning events and programs – 40 hours per week during special activities.

Training and Experience: Education equivalent to high school education and two years experience in planning and programming for adults, children of all ages and Special Needs populations. Other combinations of education and experience which meet the minimum requirements may be substituted.

Special Requirements: Must be at least 20 years of age, certified First Aid/CPR or the ability to obtain upon hire. Individuals must be physically capable of operating City vehicles safely, possess and maintain a valid Arizona driver's license in good standing. Must pass pre-employment background check and drug test.

Tasks and Essential Duties:

Conducts general programming for Special Needs, acts as lead over part-time seasonal and volunteer staff; develops and plans, organizes, schedules, evaluates and directs variety of programming and activities such as arts, dance, drama, sports and games, etc.; keeps activity records, submits periodic and special reports on program status; updates and maintains data collection; communicates and works with individuals and community groups to stimulate interest and develop, evaluate and recommend recreation programs needs and changes; leads and directs related events and registers participants; prepares and distributes flyers, posters and public service announcements; coordinates and implements school breaks and holiday programs and activities; performs other duties as assigned.

Knowledges, Skills, and Abilities:

Knowledge of:

- Knowledge of principles, methods and techniques used in organizing, conducting recreational activities.
- Skill in stimulating and maintaining interest in recreation activities, leading a variety of activities suitable for special populations.
- Skill in techniques of teaching music, drama, crafts, sports or other specialties.
- Skill in customer service and conflict resolution while establishing and maintaining working relationships with parents, local officials, elected officials and residents utilizing public relations techniques in responding to inquiries and complaints.
- Ability to follow oral and written communications.
- Ability to work with a diverse group of citizens of varying socio-economic and ethnic backgrounds including Special Needs.

Physical and Visual Ability: sufficient to effectively and safely perform required duties and to safely operate required equipment and City vehicle as needed. Must be able to lift up to 50 pounds.

Hearing and Speaking Ability: sufficient to clearly, concisely and effectively communicate in person and over the telephone. Applicant must be free from mental disorders that would interfere with performance of duties as described.

Deadline: Applications must be received by 5:00 p.m. October 11, 2013

Send application/resume to:

City of Prescott, Human Resources, 201 S. Cortez St., Prescott AZ 86303
928.777.1315 928.777.1284 Fax: 928.777.1213

Email: HR@prescott-az.gov **Visit our website at** www.cityofprescott-az.gov

Posted: September 27, 2013

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