



CITY OF ALTAMONTE SPRINGS

JOB POSTING **POSTING #: 2016-056** **OPEN UNTIL FILLED**

TITLE: Part Time Special Needs Activities Assistant (30-hour) **Hiring Range:** (4/B) \$12.48/hr - \$14.35/hr*
(*based on last ten (10) years experience)

DEPT/DIVISION: Leisure Services/Recreation (916)

City Applications will be accepted for Posting #2016-056 until position is filled.

MINIMUM QUALIFICATIONS:

- One (1) year experience assisting in the development/coordination of special needs program activities. An equivalent combination of experience, education and/or training may be substituted.
- Must be at least eighteen (18) years of age.
- Ability to work independently.
- Must be able to work evenings, weekends and outdoors.
- Valid driver license. Must obtain Florida driver's license within thirty (30) days of employment.
Driving history for the past three (3) years must reflect no violations of a driving related offense, or driving under the influence (DUI) which includes both drugs and alcohol, reckless driving, or hit and run involving an occupied vehicle or attended property, or an accumulation of traffic violations, plus three (3) points for each attendance at driving school (regardless of whether points were assessed against the license) where the penalty points do not exceed twelve (12).

PREFERABLE QUALIFICATIONS:

- Valid American Red Cross CPR/AED Certification (must be obtained within ninety (90) days of employment).
- Valid American Red Cross First Aid Certification (must be obtained within ninety (90) days of employment).
- Experience with Fund Raising.

POSITION FUNCTION:

To assist with the planning and execution of the Recreation Division's Special Needs Programs and Events. Job responsibilities include direct contact with children, adults and seniors with mental or physical disabilities.

NOTE:

Applicants will be required to complete an Affidavit of Good Moral Character; an Authorization for Criminal History Check; and a Level 2 nationally fingerprint-based records check.

AN APPLICATION MAY BE OBTAINED FROM THE DEPARTMENT OF HUMAN RESOURCES OR DOWNLOADED FROM www.altamonte.org

PLEASE SEE REVERSE SIDE FOR TASK/DUTY DETAILS

THE CITY OF ALTAMONTE SPRINGS IS AN EQUAL OPPORTUNITY EMPLOYER. THE CITY PROHIBITS DISCRIMINATION, HARASSMENT OR RETALIATION IN ALL OF ITS EMPLOYMENT PRACTICES BASED ON RACE, COLOR, SEX (INCLUDING GENDER, GENDER IDENTIFICATION, OR EXPRESSION), AGE, NATIONAL ORIGIN, POLITICAL AFFILIATION, DISABILITY, GENETIC INFORMATION, MARITAL STATUS, MILITARY VETERAN STATUS, OR ANY OTHER CATEGORY PROTECTED BY APPLICABLE FEDERAL, STATE, OR LOCAL LAW.

The City will provide reasonable accommodations necessary to applicants with disabilities preventing them from completing a City application form. Please contact the Department of Human Resources immediately if you need a special accommodation.

WE ARE PEOPLE WHO CARE ABOUT PEOPLE

Tasks/Duties of Part Time Special Needs Activities Assistant (30-hour)

Below is a summary of the Tasks and Duties of this position. For a listing of duties and responsibilities for this position, please see the Job Specification/Demands Analysis included with the posting in the City Hall lobby.

TASK/DUTY
Maintain a working knowledge of all special needs programs offered through the Recreation Division.
Assist with the coordination of special needs programs and events.
Maintain attendance records, statistics and reports as assigned.
Assist with the supervision of program personnel (Limited Term and Volunteers).
Assist with the supervision of youth and adults with special needs.
Setup/breakdown equipment and open/close facilities for programs and events as assigned.
Perform basic administrative tasks including filing, computer data entry, completing park forms, collecting minimal user fees, answering and/or placing phone calls, etc.
Maintain program equipment and facilities as assigned.
Maintain a professional image to the public at all times.
Operate City vehicles for transportation of materials, personnel and participants.
Provide ideas and suggestions for programs and events.
Assist with Leisure Services Department projects and events as assigned.

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