



CITY OF FLORENCE, ALABAMA

Human Resources / Benefits Department

JOB NOTICE February 13, 2012 Public Job Posting

Applications for TWO PART-TIME TEMPORARY RECREATION PROGRAM ASSISTANT/ATHLETICS POSITIONS IN THE CITY OF FLORENCE PARKS & RECREATION DEPARTMENT for the summer of 2012 will be received in the Office of Human Resources until 5:00 P.M., JUNE 30, 2012. Applications forms may be picked up in the Office of Human Resources, Suite 107, First Floor, City Hall, Monday through Friday from 8:00 A.M. to 5:00 P.M., through JUNE 30, 2012.

Although this job notice will remain open until June 30, 2012, the two employees hired under this notice will be selected prior to FEBRUARY 27, 2012. Initial screening of applications will begin on or about MARCH 15, 2012. Later hiring will be limited to filling vacancies that may occur or to meet additional requirements, which is expected to be limited.

Prior to preparing an application, all prospective applicants are advised to review the qualifications section of the attached Job Description to compare their skills to those required of the Job Holder.

HOURLY RATE: \$8.1405

JOB SUMMARY: THE PROGRAM ASSISTANT IS RESPONSIBLE FOR ASSISTING STAFF IN ALL ASPECTS OF CONDUCTING RECREATION PROGRAMS THROUGHOUT THE CITY INCLUDING ATHLETICS, SPECIAL EVENTS, SUMMER CAMPS AND COMMUNITY CENTER PROGRAMMING. THE EMPLOYEE WORKS BOTH INDOORS AND OUTDOORS AT A VARIETY OF LOCATIONS, INCLUDING BUT NOT LIMITED TO RECREATION CENTERS, PARKS, AND ATHLETIC FIELDS. THE EMPLOYEE ASSIST IN CARRYING OUT THE FOLLOWING DUTIES: MONITORING RECREATIONAL/ATHLETIC ACTIVITIES AND FACILITIES; ENFORCING RULES AND POLICIES; OVERSEEING OPERATION OF PROGRAMS; PLANNING, ORGANIZING, PARTICIPATING IN, SCHEDULING AND EXECUTING VARIOUS ACTIVITIES; PUBLICIZING AND PROMOTING EVENTS; KEEPING RECORDS; PERFORMING GENERAL OFFICE DUTIES; KEEPING FACILITIES EQUIPMENT AND SUPPLIES CLEAN, NEAT AND ORDERLY; AND MAINTAINING AND OPERATING AUDIO AND VISUAL EQUIPMENT.

*****SEE ATTACHED JOB DESCRIPTION FOR DETAILS OF REQUIRED DUTIES AND RESPONSIBILITIES; REQUIRED EXPERIENCE TRAINING AND LICENSING; REQUIRED KNOWLEDGE OF SKILLS AND ABILITIES; AND PHYSICAL DEMANDS OF THE JOB. *****

The City of Florence encourages all candidates to make known any accommodations needed during the process of making application for a position with the City, whether it be making available materials in larger print, furnishing someone to help fill out an application or read a job description, or other accommodations. In order for us to make arrangements for some accommodations, such as a qualified sign interpreter, we request a 48-hour notice in order to best serve these needs.



A handwritten signature in black ink that reads "Robert S. Steen".

Robert S. Steen
Interim Human Resources Director

The City of Florence does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services. The City of Florence is a **EQUAL OPPORTUNITY EMPLOYER.**

SUBJECT TO POST-OFFER, RANDOM SAMPLING, POST-ACCIDENT, REASONABLE CAUSE, AND RETURN-TO-DUTY DRUGS AND ALCOHOL TESTING AS REQUIRED BY THE DEPARTMENT OF TRANSPORTATION AND/OR THE CITY OF FLORENCE.