

Vacancy Announcement

JOB TITLE: PART-TIME Activities Coordinator

POSTING DATES: Until Filled

WORK LOCATION: LaBelle and Clewiston Locations

PURPOSE OF JOB: Responsible for developing, planning, creating, and assisting with recreational programs for youth and adults and after school youth programs within the East Recreation Municipal Services Benefit Unit (MSBU).

DUTIES AND RESPONSIBILITIES:

Creates, plans, develops, and assists with recreational programs for youth and adults.

Creates, plans, develops, and assists with after school programs for youth of all ages. This includes recreation programs, sports camps, and recreational clinics for youth.

Organizes, schedules, and implements recreational activities, after school programs, camps, clinics, special events, and other related programs.

Participates and assists in the preparation and administration of recreational programs, after school programs, clinics, camps, and activities.

Promotes and coordinates specific recreational programs, after school programs, activities, camps, clinics, special events and other related programs.

Communicates and coordinates with the City of Clewiston, the Central County Water Control District, and community leaders in Hookers Point, Flaghole, LaDeca and Pioneer Plantation about desired recreational programs and after school programs that benefits these communities.

Researches and provides information about recreational opportunities that foster community involvement and to provide healthy activities for residents.

Disseminates information to the public concerning services and activities provided by the East Recreation MSBU.

Participates and assists in the preparation of budgets regarding recreational activities. Prepares cost estimates, correspondence, and reports for budgeting and assessment purposes.

Maintains an electronic database. Inputs and retrieves information to produce various reports.

Attend community meetings, county meetings, and other necessary meetings and events as required.

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Conduct community surveys, as necessary.

KNOWLEDGE, SKILLS, ABILITIES, AND COMPETENCIES REQUIRED:

Ability to prepare budgets and develop cost estimates.

Skill in basic mathematics and accounting.

Ability to communicate effectively both verbally and in writing.

Ability to deal politely and tactfully with the public.

Knowledge of various software programs including Microsoft office.

Skill in operating a computer

MINIMUM QUALIFICATIONS:

High school diploma or related equivalent required.

Bachelor's degree from an accredited college or university with major course work in recreation services, physical education, or a related field preferred.

Minimum of four (4) years of increasingly responsible experience working with a recreation program including some program coordination and planning experience.

Must be able to comprehend, speak and write the English language.

Most possess good interpersonal and communication skills.

Possession of or ability to obtain a valid Community First Aid and CPR certificate.

HOURS OF WORK:

Part-time schedule, hours to be determined. May include some weekends.

ANTICIPATED STARTING PAY: \$13.50 per hour. Includes State retirement benefits.

TO APPLY: Complete a [Hendry County BOCC Application](#), [Applicant Survey](#), and [Veteran's Preference](#) form.

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HENDRY COUNTY B.O.C.C. IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF DISABILITY IN
HIRING OR EMPLOYMENT PRACTICES

HENDRY COUNTY B.O.C.C. IS A DRUG FREE WORKPLACE

PREFERENCE IN APPOINTMENT WILL BE GIVEN TO ELIGIBLE VETERANS AND FAMILY MEMBERS

HENDRY COUNTY PARTICIPATES IN THE E-VERIFY PROGRAM

HENDRY COUNTY WILL GENERALLY, UPON REQUEST, PROVIDES APPROPRIATE AIDS AND SERVICES FOR QUALIFIED PERSONS
WITH DISABILITIES SO THEY CAN PARTICIPATE IN THE APPLICATION AND SELECTION PROCESS. CONTACT THE HR DIRECTOR AT
THE NUMBER AND ADDRESS ABOVE FOR ASSISTANCE