

CITY OF SATELLITE BEACH, FLORIDA

1089 South Patrick Drive
Satellite Beach, FL 32937
(321) 773-6458
INCORPORATED 1957
FAX: (321) 777-5207



JOB NOTICE – March 2017

Applications are currently being accepted for Recreation Attendant

Part-Time (weekdays, evenings, & weekend availability)

Satellite Beach Recreation Department
(Including Dog Park, Game Room, Gymnasium, Tennis Courts, & Skate Park)

SUPERVISION: This position reports directly to the Recreation Director.

HOURS: Approximately 10-15 hours per week, with the opportunity to pick up additional shifts from other employees as needed, or special events put on by the City.

QUALIFICATIONS: Ability to work weekdays, evenings and weekends. Punctuality. Dependability – follow through. Attention to detail and ability to accept direction. Positive image and tidy appearance. Ability to work independently with little supervision, as well as part of a team. Effective communication skills. Flexibility. Ability to interact with the Public and various City offices. Must establish and maintain effective working relationships with other employees.

RESPONSIBILITIES: Monitoring recreation facilities on a scheduled basis. Collecting facility use fees from patrons. Maintaining records of facility use/program attendance and monies received. Assisting participants with any questions or concerns. Ensuring compliance with Satellite Beach Recreation Department policies and procedures. Corresponding through written and verbal communications. Attending scheduled staff trainings and meetings.

Closing Date: Open Until Position Filled

To be considered, please complete an employment application located online at:

www.satellitebeachfl.org

Email to jobs@satellitebeach.org

Fax to (321) 779-1388

The City of Satellite Beach is a drug-free workplace

In compliance with Chapter 295, Florida Statute, The City of Satellite Beach is committed to providing preference to U.S. Veterans and spouses of veterans in hiring, promotion and retention for all qualified positions as prescribed by the chapter.

The City of Satellite Beach is an equal opportunity employer. We consider applicants without regard to race, color, religion, creed, gender, national origin, age, disability, genetic information, marital or veteran status or any other category protected by federal, state or local law.