



Social Services and Parks and Recreation - Attendant

Town of Medley

JOB SUMMARY:

Responsible for overseeing activities for the Social Services and Parks and Recreational facilities, programs, activities, and events. Before, during and after an emergency employee may temporarily be assigned to work and perform duties outside the normal scope of their position, location and work schedule may be changed to fit the needs of the Parks and Recreation Department.

SUPERVISION RECEIVED AND EXERCISED:

This position is classified as an exempt, part-time position with less than 1500 hours per year.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

After School & Summer Camp Program

- Homework assistance
- Manages student misconduct promptly and resolves conflict and crisis effectively
- Evaluates student progress
- Uses classroom processes that support effective teaching and learning to promote high student achievement, designing lessons to promote all students engage in learning
- Must maintain a safe and secure environment
- Must be able to properly report all accidents and incidents
- Works effectively with staff and parents to support students learning
- Accepts and incorporates feedback from Social Services and Parks and Recreation Clerk
- Use current school-based programs to assist children in completing assignments
- Participate in additional activities including field trips, trainings, and other required programs as needed throughout year
- Ensures correct arrival and dismissal procedures
- May be asked to cover reception area
- May be asked to cover and attend Medley Youth Social Club activities and functions
- Expected to work at special events
- Additionally, shall do all other reasonably requested job functions to allow the named Department to operate efficiently

Resident Gym

- Greet and assist guests at facilities
- Ensure all gym guests are on approved registered list
- Ensure all gym guests sign in
- Ensure all gym guests sign out equipment and return at the end of the day
- Ensure all rules are strictly followed and that guests use equipment in a safe manner
- Must be able to properly report all accidents and incidents
- Must maintain a safe and secure environment
- Provide information regarding facilities and services provided for public use
- Provide assistance with weights, exercise equipment, and sports equipment
- Daily inspection of Tobie Wilson Park Parking Lot, Basketball Court, Danny Meehan Field, Playground, and gym area
- Set up and move weights up to 50lbs
- Clean and disinfect equipment and restrooms
- Request supplies and equipment when needed
- Expected to work night and weekends

- Expected to work at special events

School Bus Helper

- Greet and assist children on and off the bus
- Must help bring up and lower children's backpacks
- Assist children in crossing the street when necessary
- Keeps and submits daily record of attendance
- Must maintain a safe and secure environment
- Must be able to properly report all accidents and incidents
- Keeps updated copies of children's records including emergency contact
- Performs any other duties assigned by the department head

Tobie Wilson Park

- Greet and assist guests at facilities
- Ensure only residents use amenities
- Ensure all guest sign in
- Ensure guests sign out billiard equipment and return at the end of the day
- Ensure all rules are strictly followed
- Must be able to properly report all accidents and incidents
- Must maintain a safe and secure environment
- Provide information regarding facilities and services provided for public use
- Supervise facilities during private events and parties
- Serve Ice Cream and juices to residents
- Daily inspection of Tobie Wilson Park Recreation Center and Library, Tobie Wilson Playground, and shaded area.
- Clean and disinfect equipment and restrooms
- Request supplies and equipment when needed
- Assist visitors with computer, scanner, and printer use
- Expected to work nights and weekends
- Expected to work at special events

MINIMUM QUALIFICATIONS REQUIRED:

- High School Diploma preferred
- Must read, write, and speak English and Spanish
- Must have taken 40 or more hours of childcare training courses
- Expected to earn yearly CEUs in related field
- Must have current CPR, AED, and First Aid Training Certifications
- Must possess strong computer skills and knowledge of Miami Dade County Public School online programs
- Must have strong communication skills
- Must have knowledge in gym and sports equipment
- High school applicants must have at least a 2.0 GPA
- All minimum qualification requirements must be met prior to application date

PHISICAL SKILLS REQUIRED

- Ability to lift and/or move up to 50 lbs and push or pull heavy objects
- Ability to show guests how to properly use gym and sports equipment
- Ability to sit and stand for long periods of time

The Town of Medley is an Equal-Opportunity Employer and maintains a Drug-Free Workplace. The hired employee may be required to take and pass a post-conditional offer of employment screening examination in accordance with the Laws and Statutes in the United States and the State of Florida and may from time to time be required to submit to random drug screening according to the Laws and Statutes of the United States and the State of Florida and the Codes or Policies of the Town of Medley.