



TOWN OF  
**FLORENCE**

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EMPLOYMENT OPPORTUNITY

## RECREATION LEADERS

**Opening Date:** Tuesday, January 14, 2025

**Closing Date:** Positions filled as needed

**Wage Range:** \$14.70 - \$17.35 hourly

**Status:** Part-Time; FSLA non-exempt

**Recreation is where it's at!** We're looking for Recreation Leaders that are responsible, energetic, creative and fun. Is that YOU? If you are looking to serve your community. Like engaging with adults and children alike. You're a team player. What's your experience: sports, recreation, after-school? What are you waiting for? Apply and let's have some fun!

### **JOB SUMMARY:**

Responsible for planning and conducting recreation activities at a recreation site, facility, or specialty area within the Community Services. Position requires availability to work shifts during weekdays, weekends and holidays. Position can assist with the following: front desk duties such as extensive customer service, addressing questions regarding Community Services programs, program registration, cash handling and reporting, special events and parks maintenance.

### **MANUAL/PHYSICAL REQUIREMENTS:**

There is need to stand, stoop, walk, lift moderate to heavy objects, and perform other similar actions during the course of the workday. Employee is regularly required to conduct various recreational activities which consist of physical agility.

### **MINIMUM QUALIFICATIONS:**

Any combination of education and experience which provides the knowledge, skills and abilities to perform the work.

### **PREFERRED:**

- First Aid and CPR certification
- A valid Arizona Driver's License
- Computer experience – data entry

### **APPLICATION PROCESS:**

Submit required Town application to the Human Resources Office; resume accepted as supplement only (do not write "see resume" on application). Application is available for download at [www.florenceaz.gov](http://www.florenceaz.gov) or obtain at Florence Town Hall, 775 North Main Street, PO Box 2670, Florence, AZ 85132. Human Resources Department (520) 868-7553.

**SELECTION CRITERIA:** Applicants whose experience and training are most closely suited to the requirements of the Town may be selected for further testing/reviews. Criteria will be based on job-related knowledge, skills and abilities as shown on the application. The Town of Florence is an EEO/ADA employer.