



POSITION TITLE: RECREATION LEADER

REPORTS TO: PARKS AND RECREATION DIRECTOR

OPENING DATE: 03/23/2026 CLOSING DATE: 04/03/2026

HOURLY: \$14.42 FLSA STATUS: FULL TIME (NON-EXEMPT)

DRUG FREE WORKPLACE/ EQUAL OPPORTUNITY EMPLOYER

Position Summary

The Recreation Leader is responsible for planning, organizing, and supervising recreational activities and programs for residents of all ages. This position supports community programs, special events, youth activities, and facility operations to promote a safe, positive, and engaging environment for participants.

Essential Duties and Responsibilities

- Plan, organize, and lead recreational activities, games, sports, arts and crafts, and enrichment programs.
- Supervise participants in recreational programs including youth camps, after-school programs, and community events.
- Ensure the safety and well-being of all participants by enforcing program rules and safety procedures.
- Assist with the setup, operation, and breakdown of recreational activities, events, and facilities.
- Maintain attendance records and program participation logs.
- Provide excellent customer service to residents and program participants.
- Assist with special events, seasonal programs, and community outreach initiatives.
- Monitor recreational equipment and facilities to ensure cleanliness and safe conditions.
- Report accidents, incidents, or unsafe conditions to supervisors immediately.
- Assist with distributing program information and promoting recreation activities to the community.
- Perform other related duties as assigned.

Minimum Qualifications

- High school diploma or equivalent preferred.
- Experience working with youth programs, recreation activities, or community events preferred.
- Ability to lead group activities and engage participants of different ages.

- Basic knowledge of sports, games, and recreational programming.
- Strong communication and interpersonal skills.
- Ability to follow instructions and work as part of a team.
- Ability to pass Level 2 Background and drug screening

Physical Requirements

- Ability to stand, walk, bend, and participate in recreational activities for extended periods.
- Ability to lift and move equipment up to 25 pounds.
- Ability to work outdoors in various weather conditions.
- Ability to supervise active participants and maintain visual awareness of program areas.

Working Conditions

- Work may occur indoors at recreation facilities or outdoors at parks and sports fields.
- Schedule may include evenings, weekends, and holidays depending on program needs.
- Position involves interaction with children, teens, adults, and senior citizens.

Knowledge, Skills, and Abilities

- Ability to organize and lead recreational programs.
- Ability to maintain a safe and structured environment.
- Ability to communicate clearly and effectively with the public.
- Ability to respond calmly and effectively in emergency situations.

Preferred Certifications (Optional)

- CPR / First Aid Certification
- Youth Program or Recreation Leadership training

HOW TO APPLY:

City application available for download: www.floridacityfl.gov/human-resources

Send completed submittal to the address below:

City of Florida City

Attn: Human Resources

404 West Palm Drive

Florida City, Fl 33034

305-247-8221

pdirector@floridacityfl.gov