

## **NOTICE**

The City of Mercedes, an Equal Opportunity Employer, is accepting applications for Part-Time recreation Leader in the Recreation Center and/or Dome Shelter.

Applications and job duties are available on the City's website at [cityofmercedes.com](http://cityofmercedes.com) or at the City Secretary's office, 400 South Ohio Avenue, Mercedes, TX 78570 between the hours of 8:00 am and 5:00 pm. and will be taken until the positions are filled. For information, please call 565-3114 ex. 138.

**THE CITY OF MERCEDES IS ACCEPTING  
APPLICATIONS FOR RECREATIONAL LEADER(S)**

The recreational Leader is under the supervision of the Center Director. The leader will assist in the implementation, evaluation of program activities.

**REQUIREMENTS:**

- . Communication skills
- . Supervisory skills (in relations to children)
- . Knowledge of program development
- . Able to administer first aid **ESSENTIAL FUNCTIONS:**

- . Ability to be a positive role model for center members.
- . Responsible for addressing developmental needs, interest, and characteristics of youth according to age grouping.
- . Demonstrate ability to develop cooperative relationships with center members.
- . Monitor and make, on the spot corrections and or advice the program director of any violations of center rules and regulations.
- . Responsible for securing equipment needed to run a specific program.
- . Secure equipment left out by participants.
- . Assist the program director on making recommendations for programs, activities and outings.
- . Responsible in maintenance of work area (housekeeping) and equipment.
- . Maintain order and discipline during activities.
- . Responsible for monitoring not just your particular area but surrounding areas.
- . Perform other duties as may be assigned by the Center Director.

**END RESULT:** Insure that all center programs meet the needs and interest of all its members.

Applications are available on the City's website at [cityofmercedes.com](http://cityofmercedes.com) or at the City Secretary's office, 400 S. Ohio Avenue between the hours of 8 am -12 noon and 1 pm to 5 pm. Applications will be taken until the position(s) are filled. For information please call (956) 565-3114 ex. 138