

PARKS AND RECREATION DEPARTMENT

Mission

To provide parks and recreation facilities which provide places for the residents of the community to learn, play, and to preserve the natural resources and beauty of the City of Palm Bay.

Core Services

- Assist Community Groups in the presentation of a year-round schedule of community-wide, family oriented, special events
- Provide a comprehensive program of recreation classes, programs, athletic leagues, and camps for all age groups within the community
- Operate outdoor recreation education programs and the Margaret Hames Nature Center at Turkey Creek Sanctuary
- Provide attractive, well maintained parks and recreation facilities throughout the community
- Provide maintenance of all City buildings

Volunteer Opportunities

- **Advocate: Sponsorship**
 - Duties: Contact potential sponsors for contributions of money, time, or materials to conduct events and programs in the recreation division.
 - Qualifications: Interest and desire to contact businesses and organizations for contributions of money or in-kind support of recreation activities, programs and events.
- **Attendant: Community Center**
 - Duties: Monitor activities in the basketball courts, cardiovascular room, game room, locker room, and weight room to ensure security and safety. Hand out locker keys and basketballs; Set up and take down games and equipment; Rotate flyers in the lobby; Light housekeeping is included.
 - Qualifications: Ability to work with staff members; Ability to take control of situations that may arise.
- **Attendant: Paintball Park**
 - Duties: Assist staff with daily operation of the Park Course maintenance; Assist referees; Set up Speed Ball field; Provide other assistance staff may need.
 - Qualifications: None, but knowledge of paintball and park rules would be helpful.
- **Attendant: Park**
 - Duties: Enhance park advocacy, maintenance, safety, security and services; Perform general grounds maintenance; Enforce park regulations; Conduct special park projects; Provide information to the public; Conduct guided tours; Prepare records and reports; Attend and participate in committee meetings; Maintain relationships with local environmental groups.
 - Qualifications: Must possess a valid driver's license and have/maintain an acceptable driving record; Certified in CPR, AED and First Aid preferred.
- **Botanist (Turkey Creek Sanctuary)**
 - Duties: Plan and carry out plant surveys using predetermined routes throughout the Sanctuary.
 - Qualifications: Ability to identify plants and use plant keys.

- **Children: After-school Childcare Assistant**

- Duties: Plan and implement activities for after-school program participants; Implement and practice safety procedures for students; Assist students in academic areas.
- Qualifications: Previous childcare experience.

- **Events: Assistant**

- Duties: Assist with preparations for special events, including but not limited to copying and distributing flyers, contacting interested parties via e-mail or phone, preparing materials needed for the day of the event (i.e. create sign-up sheets for the 4th of July Bicycle Parade); Assist with setting up and cleaning up on the day of the event.
- Qualifications: Knowledge of office equipment, Microsoft Office, and e-mail; Must possess a valid driver's license with an acceptable driving record; Ability to distribute flyers and physically assist with setup and cleanup of events.

- **Events: Planner**

- Duties: Plan and execute a money-generated program/event for the City of Palm Bay residents; Establish time lines and monitor progress throughout the planning period; Provide feedback to appropriate staff members on program/event; Coordinate all aspects of the event such as but not limited to money handling, set up, break down, staffing, and supplies, etc.
- Qualifications: Experience in event planning; Ability to solve problems and propose solutions to major issues as they arise; Ability to be extremely organized and manage time and resources effectively; Possess good writing and typing skills; Ability to be outgoing, motivating, enthusiastic, and creative.

- **Grants: Research/Write**

- Duties: Research possible grant opportunities; Assist in the writing of grant applications.
- Qualifications: Strong computer skills, including all MS Office applications; Strong internet research skills; Strong technical writing skills.

- **Instructor: Class**

- Duties: Continual supervision of all students during class times to provide a safe, effective and motivating environment for physical activity; Assess participants and their ability level; Observe and teach good body mechanics; Constantly work with participants to enhance their knowledge of class and safety; Record attendance for classes.
- Qualifications: Must be motivated; Additional qualifications will be based on class type and instructor's experience.

- **Instructor: Fitness**

- Duties: Develop fitness routines for members and guests.
- Qualifications: Certified fitness instructor; Knowledge of safe health practices.

- **Instructor: Spin**

- Duties: Provide continual supervision of all Spin students during class times to provide a safe, effective and motivating environment for physical activity; Assess participants and their ability level; Observe and teach good body mechanics; Constantly work with participants to enhance their knowledge of Spin class and safety; Record attendance for Spin classes.
- Qualifications: Must be certified in Spin instruction and highly motivated.

- **Maintenance: Facilities**
 - Duties: Assist with electrical, plumbing, carpentry, HVAC and other miscellaneous repairs of City owned/leased facilities and office space.
 - Qualifications: Ability to follow verbal instructions; Experience in electrical, plumbing, HVAC and carpentry repairs; Hands-on experience in any phase of construction; Knowledge of building materials, practices and codes; Ability to read and follow blueprints; Experience and ability to use various hand and power tools.
- **Maintenance: Park Trails Worker**
 - Duties: Maintain park trails by physically removing trash and debris, and trimming back encroaching and overhanging vegetation.
 - Qualifications: Ability to operate hand tools utilized in picking up trash and debris, and the trimming of weeds, bushes and trees; Ability to push/pull a trash barrel along park trails.
- **Maintenance: Parks**
 - Duties: Provide support to staff in daily maintenance and upkeep of City parks; Perform general grounds maintenance using standard equipment and safety equipment (includes mowing, weeding, edging, and exotic plant removal); May perform more-skilled labor if qualified.
 - Qualifications: Ability to follow verbal instructions; Ability to operate lawn maintenance equipment; Ability to work outdoors while standing, bending, and kneeling.
- **Marketing Assistant**
 - Duties: Collect information on upcoming classes, events, and programs, and promote them through various electronic and print media to increase the public's awareness, interest, and attendance; Collect action photos of parks, events, and programs; Provide after-event information to publications demonstrating success of events, programs and classes.
 - Qualifications: Experience in marketing, sales, electronic or print media, or advertising; Interest and desire to work with various media outlets; Excellent skills in grammar and spelling; Experience with digital photography.
- **Mechanic: Small Equipment**
 - Duties: Perform skilled mechanical work in the repair and maintenance of diversified groundskeeping, park maintenance and light construction equipment; Remove/replace worn and broken parts; Replace fluids; Diagnose malfunctions in equipment; Maintaining records of work performed.
 - Qualifications: Graduation from high school including or supplemented by course work in small engine mechanics; 2 to 3 years of experience as a small equipment mechanic; Must possess a valid Florida Driver's License and an acceptable driving record; Must exercise independent judgment and initiative in diagnosing problems with equipment and completing indicated repair work.
- **Musician/Band**
 - Duties: Enhance special events and programming (such as the Farmer's Market, 4th of July, and Holiday Light Parade, etc.) by providing musical entertainment.
 - Qualifications: Experience with performing for audiences; Ability to provide own musical instruments and sound equipment; Ability to set up and break down own equipment.
- **Receptionist: Office**
 - Duties: Answer all incoming calls, check voice mail, and answer customer questions; Ensure copies of all flyers are available in the lobby; Ensure lobby area is clean.
 - Qualifications: Experience answering the phone; Good customer service.

- **Zoologist (Turkey Creek Sanctuary)**

- Duties: Survey all animals living in the Turkey Creek Sanctuary. Use of live traps (large and small) to identify and record data. Release animals back into the Sanctuary.
- Qualifications: Ability to identify animals (birds, reptiles, mammals, fish) and record data.