



JOB TITLE: Programming Attendant	DEPARTMENT: Community Engagement
ROLE & LEVEL: Non-Management	REPORTS TO: Community Engagement Director
GRADE: 6 (40 hours)	FLSA STATUS: Salaried / Exempt
Hourly Rate: \$45k-55k annual DOQ	
Resume & Cover Letter accepted via email / PDF format to: JRosado@nbvillage.com	Open until filled

WORK OBJECTIVE:

Responsible for assisting in the planning, coordination, and delivery of children and youth programs, recreational activities, and community center offerings. Work involves direct engagement with program participants, monitoring youth activities to ensure safety, supporting program logistics, and providing on-site operational assistance. This role requires strong communication skills, attentiveness, and the ability to interact positively with children, parents, and community members. The Programming Attendant serves as a supportive member of the community engagement team, contributing to high-quality recreation experiences and safe environments.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Assist in oversight, developing, scheduling, facilitating children and youth programs, workshops, and recreational activities under the supervision of the Community Engagement Director.
- Provide on-site oversight of youth activities, ensuring participant safety, engagement, and adherence to program guidelines.
- Serve as a positive role model for children and teens, promoting respect, inclusion, and good sportsmanship.
- Support program logistics including room setup, equipment preparation, check-in/check-out procedures, and participant supervision.
- Maintain program materials, activity logs, calendars, attendance records, and related documentation.
- Communicate professionally and positively with parents, guardians, participants, and Village staff.



- Assist with promotional tasks such as distributing flyers, posting community announcements, and supporting digital content efforts.
- Support special events and community functions, including setup, breakdown, volunteer coordination, and public interaction.
- Monitor facilities and equipment, ensuring spaces remain clean, safe, and organized; report issues as needed.
- Track participation and provide input on program performance, feedback, and improvement opportunities.
- Ensure compliance with safety rules, departmental policies, and Village regulations.
- Perform other duties as assigned.

SUPERVISION:

- None

MINIMUM QUALIFICATIONS:

Associates degree in recreation, public administration, education, hospitality, communications, or related field; **or** an equivalent combination of education and experience.

Two (2) or more years of experience in recreation programming, event planning, community engagement, hospitality, or related fields.

Strong customer service and communication skills.

May be required to maintain a valid Florida driver's license.

Bilingual preferred.

PREFERRED QUALIFICATIONS:

- Prior governmental community engagement, or youth program experience.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of youth programming & community engagement principles.
- Strong writing and editing skills with the ability to craft clear, engaging content for various audiences and platforms.
- Proficiency in Tyler Incode & CivicRec payment platforms.
- Ability to operate a computer using Microsoft Office products (Word, Outlook, PowerPoint, Excel) and applicable department/organizational software.
- Ability to plan and coordinate events, programs, and activities with attention to detail.
- Ability to handle confidential information with tact and discretion.
- Ability to communicate effectively, verbally and in writing.
- Ability to interact professionally with the public, vendors, and Village staff.
- Ability to establish and maintain cooperative working relationships with those contacted in the course of work.
- Ability to organize work for timely completion and manage multiple priorities.
- Ability to regularly attend work and arrive punctually for designated work schedule.



- Ability to be flexible in working hours as needed for Village events.
- Ability to pass the required background check and drug screening.

PHYSICAL REQUIREMENTS:

Tasks involve the ability to exert light physical effort in sedentary to light work, which may include lifting, carrying, pushing, and/or pulling objects up to 20 pounds. Tasks may involve extended periods at a computer workstation as well as standing and walking during events and recreational activities.

ENVIRONMENTAL REQUIREMENTS:

Tasks are regularly performed indoors without exposure to adverse environmental conditions; however, outdoor work may be required during community events and recreational activities.

SENSORY REQUIREMENTS:

Tasks require sound and visual perception and discrimination. Tasks require oral communication ability.

****The Village is an Equal Opportunity Employer****