CITY OF
BLOOMINGTON
MINNESOTA

Position Title:	Program Specialist - Sports	**Date:**	Summer 2022
Department:	Parks and Recreation	**Division:**	Recreation
Accountable to:	Recreation Supervisor		

Primary Objective of Position:
Assist in the implementation, coordination, and supervision of recreation programming, under the supervision of the Recreation Supervisor and work direction of Program Coordinator(s). Provide activities and on-site leadership of staff and teen volunteers at various sites.

Examples of Duties:
1. Provide a safe, fun and appropriate experience for all participants.
2. Attends and participates in staff training and weekly meetings.
3. Participate in, assist in facilitating, and provide leadership at staff orientation sessions.
4. Plans, organizes and directs sports and outdoor activities at all assigned program sites on a rotational basis.
5. Provide assistance to other Program Specialists and leadership team as needed.
6. Provide input for staff evaluations.
7. Assist in planning summer programming as directed.
8. Teach and promote respect for park facilities and care of program equipment and supplies.
9. Plans and prepares weekly site schedule and calendar of activities and written post-season evaluation of program and recommendations for next season
10. Responsible for all preparation, submitting and reviewing all reports required on participants, staff, incidents and property damage. Turns all documentation into Supervisor/Coordinator in a timely manner.
11. Provides support as needed for all participants and staff to create an inclusive environment onsite.
12. Works as a team member to ensure the program's compliance with the Americans with Disabilities Act and the Minnesota Human Rights Act.
13. Follows staff policies and procedures.
14. Ensures that all staff and program participants follow the policies and procedures.
15. Perform special assignments and other work as assigned by Summer Youth Program Coordinators.
16. Complete all other duties as assigned by Recreation Supervisor.
17. Adhere to and enforce state health guidelines.

Minimum Qualifications:
1. Must be 18 years of age or older

2. Must be available the entire season from June 20 – August 12 (Monday-Friday), with limited time off requests.
3. Must be able to attend leadership training and assist in facilitating/preparing for staff training June 13th – 17th and complete online training.
4. Must successfully pass a Criminal and Driving Background Check.
5. Must have experience working with children/teens.
6. Currently certified in First Aid/CPR/AED, or have ability to obtain.

Desirable Qualifications:

1. Supervisory and/or Leadership experience, particularly with teens.
2. One or more years of college and experience working in community recreation or education programs.
3. Ability to work independently with minimum supervision.
4. Willingness to learn about and support people with disabilities as they participate fully in City sponsored Parks and Recreation programs.
5. Ability to plan and conduct games, sports, and other recreational activities with preschool, elementary, and junior high age youth.
6. Knowledge and skills in leading activities.
7. A creative mind and assertive personality to plan, lead and implement activities.
8. Knowledge and understanding of child behavior, experience in recreation and an ability to relate with and supervise children successfully

Supplemental Information

No programming July 4-8.