



**Position Title:** Program Specialist – Arts & Crafts

**Date:** January 2021

**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 the work direction of the Summer Youth Program Coordinators. 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 arts and crafts 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 14 – August 15 (Monday-Friday), with limited time off requests.
3. Must be able to attend staff training and assist in facilitating/preparing for training June 7-11 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 arts and crafts recreational activities with preschool, elementary, and junior high age youth; knowledge and skills in leading activities.
6. A creative mind and assertive personality to plan, lead and implement activities.
7. Knowledge and understanding of child behavior, experience in recreation and an ability to relate with and supervise children successfully

**Supplemental Information**

No programming July 5-9.