



**Position Title:** Program Specialist – Teen Volunteers

**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 on-site leadership of staff and the teen volunteer program at various sites.

**Examples of Duties:**

1. Provide work direction and mentorship to teen volunteers.
2. Attend and participate in all staff and volunteer trainings and meetings.
3. Assist in facilitating teen volunteer training.
4. Participate in, assist in facilitating, and provide leadership at staff orientation sessions.
5. Assist in the assignment of volunteers to park and program locations.
6. Provide assistance to other Program Specialists and leadership team as needed.
7. Provide input for staff evaluations.
8. Assist in planning summer programming as directed.
9. Teach and promote respect for park facilities and care of program equipment and supplies.
10. Teach and promote high standard of participant safety.
11. Provides support as needed for all participants and staff to create an inclusive environment onsite.
12. Work as a team member to ensure the program's compliance with the Americans with Disabilities Act and the Minnesota Human Rights Act.
13. Follow staff policies and procedures.
14. Ensure 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.

**Supplemental Information**

No programming July 5-9.