



Position Title: The Mini View Instructor

Date: January 2017

Department: Community Services

Division: Parks and Recreation

Accountable to: Recreation Supervisor

Primary Objective of Position:

Under the supervision of the Recreation Supervisor and the work direction of the Coordinator, provides plans, organizes and directs activities at The Mini View in cooperation with the Inclusion Facilitators, and Teen Volunteers while under the work direction from the Mini View Lead.

Examples of Duties:

1. Provide a safe, fun and appropriate experience for all participants.
2. Assists in the planning, organizing and leadership of various activities at The Mini View.
3. Assumes responsibility for leading specific programs or activities as delegated.
4. Assists in planning and preparing weekly calendar of activities.
5. Assists in filling out weekly attendance reports and written post-season evaluation of program and recommendations for next season
6. Prepares all reports required on participants, incidents and property damage. Turns all documentation into the Lead on a daily basis.
7. Provides support as needed for all participants and staff to create an inclusive environment onsite.
8. Works as a team member to ensure the program's compliance with the Americans with Disabilities Act and the Minnesota Human Rights Act.
9. Attends and participate in all staff trainings and weekly meetings.
10. Provides mentorship and work direction for Teen Volunteers.
11. Follows staff policies and procedures.
12. Ensures that all participants follow the established policies and procedures.
13. Completes all other duties as assigned by Recreation Supervisor and Mini View Coordinator.

Minimum Qualifications:

1. Must be 16 years of age or older.
2. Must be available the entire season from June 12 – August 18 (Monday-Friday), with limited time off requests. Program hours run from 9:00-4:00, with additional weekly meetings.
3. Must be able to attend staff training on June 8-9 and complete online training.
4. Must successfully pass a Criminal Background Check.
5. Must have experience working with children.
6. Currently certified in First Aid/CPR/AED, or have ability to obtain.

Desirable Qualifications:

1. High School graduate with 1+ years working in a community recreation or education program.
2. Knowledge and understanding of child behavior, ability to relate with and supervise children successfully.
3. Ability to help with and plan a variety of recreation activities with preschool, elementary and junior high age youth; knowledge and skills in leading activities, including sports, indoor and outdoor games
4. Creativity in developing and implementing new program ideas.
5. A willingness to learn about and support people with disabilities so they can participate fully in City sponsored Parks and Recreation programs.

Supplemental Information

Limited programming is available July 3rd – 7th and August 21st-25th. Desirable applicants will be those who are able to work during those weeks.