



Position Title: Mini View Lead

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, provide onsite leadership, plans, organizes and directs activities at Valley View Elementary. The position is also responsible for the work direction of 5-7 other positions including Mini View Instructors, Inclusion Facilitators and Teen Volunteers.

Examples of Duties:

1. Provide a safe, fun and appropriate experience for all participants.
2. Plans, organizes and directs activities at Valley View Elementary in cooperation with Instructor(s), Volunteers and Inclusion Facilitators.
3. Communicates regularly with Supervisor, Coordinator, and Assistant Coordinator.
4. Plans and prepares weekly calendar of activities; submit weekly attendance reports and written post-season evaluation of program and recommendations for next season
5. 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.
6. Attends and participates in all staff trainings and weekly meetings.
7. Leads staff and organizes participants for daily trips to Bloomington Family Aquatic Center.
8. Provides support as needed for all participants and staff to create an inclusive environment onsite.
9. Works as a team member to ensure the program's compliance with the Americans with Disabilities Act and the Minnesota Human Rights Act.
10. Provides mentorship and work direction for Teen Volunteers.
11. Follows staff policies and procedures.
12. Ensures that all staff and program participants follow the established policies and procedures.
13. Completes all other duties as assigned by Recreation Supervisor and Coordinator.

Minimum Qualifications:

1. Must be 18 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. Supervisory or Leadership experience
2. One year of college and experience working in community recreation or education programs.
3. Ability to plan and conduct recreation activities with preschool and elementary age youth.
4. Knowledge and skills in leading activities, including sports, indoor and outdoor games.
5. A creative mind and assertive personality to plan and implement activities.
6. Knowledge and understanding of child behavior, experience in recreational sports, games and arts and crafts, and an ability to relate with and supervise children successfully.
7. 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.