



Position Title: Playground Assistant Coordinator

Date: January 2016

Department: Community Services

Division: Parks and Recreation

Accountable to: Recreation Supervisor

Primary Objective of Position:

Under the direct supervision of the Recreation Supervisor and the work direction of the Playgrounds Coordinator, assist in providing on and off site leadership and supervision through planning, organizing and directing activities and programming at all Playgrounds as directed.

Examples of Duties:

1. Provide a safe, fun and appropriate experience for all participants.
2. Assists the Playground Coordinator with managing and supervising Playground sites.
3. Communicates regularly with Supervisor.
4. Together with the Volunteer Lead supervises, manages and evaluates the Teen Volunteer Program at all Playground sites.
5. Plans and prepares weekly schedule and written post-season evaluation of program and recommendations for next season.
6. Responsible for all preparation, submitting and reviewing all reports required on participants, volunteers, staff, incidents and property damage. Turns all documentation into Supervisor in a timely manner.
7. Attends, participates in, and helps facilitate staff training and weekly meetings.
8. Attends and assists with supervision of super-events and field trips.
9. Provides support as needed for all participants and staff to create an inclusive environment onsite.
10. Works as a team member to ensure the program's compliance with the Americans with Disabilities Act and the Minnesota Human Rights Act.
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 Playground Coordinator.

Minimum Qualifications:

1. Must be 18 years of age or older.
2. Must be available the entire season from June 13 – August 26 (Monday-Friday) as well as have ability to complete online training.
3. Must successfully pass a Criminal and Driving Background Check.
4. Must have experience working with children.

Desirable Qualifications:

1. Supervisory and/or Leadership experience
2. One year of college and experience working in community recreation or education programs with elementary and middle school age participants.
3. Ability to supervise, plan and conduct sports, crafts, outdoor and recreational activities.
4. Knowledge and skills in leading activities..
5. A creative mind and assertive personality to plan, lead, 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. Ability to work independently with minimum supervision.
8. A willingness to learn about and support people with disabilities so they can participate fully in City sponsored Parks and Recreation programs.
9. Currently certified in First Aid/CPR/AED.

Supplemental Information

Limited programming is available July 5th – 8th and August 22nd-26th. Desirable applicants will be those who are able to work during those weeks.