



**Position Title:** Playground Lead

**Date:** January 2019

**Department:** Parks and Recreation

**Division:** Recreation

**Accountable to:** Recreation Supervisor

**Primary Objective of Position:**

Provide onsite leadership, supervise participants, plan, organize and direct activities at an assigned playground site, under the supervision of the Recreation Supervisor and the work direction of the Playgrounds Coordinator and Assistant Coordinator. The position is also responsible for the work direction of Playground Instructors, Inclusion Facilitators and Playground Teen Volunteers.

**Examples of Duties:**

1. Provide a safe, fun and appropriate experience for all participants.
2. Plans, organizes and directs activities at an assigned playground site 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 staff training and weekly meetings.
7. Attends and organizes participants for field trips.
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. Follows staff policies and procedures.
11. Ensures that all staff and program participants follow the established policies and procedures.
12. 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 17 – August 16 (Monday-Friday), with limited time off requests. Program hours run from 9:30-3:00, with additional weekly meetings.
3. Must be able to attend staff training on June 13-14 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. High school diploma and relevant post-secondary course work preferred (recreation, sports and leisure, education, etc.).
3. Experience working in community recreation or education programs.
4. Knowledge and skills in leading activities, including sports, indoor and outdoor games, with an emphasis on elementary and middle school age youth.
5. Creativity and assertiveness 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**

No programming July 1<sup>st</sup> – 5<sup>th</sup>.