



Position Title: Playground Program Specialist (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 Playgrounds Coordinator, provide on and off site leadership through planning, organizing and directing activities on a rotational basis at all Playground sites.

Examples of Duties:

1. Provide a safe, fun and appropriate experience for all participants.
2. Plans, organizes and directs craft, sports and outdoor activities at all playground or program sites on a rotational basis, while keeping the Playground Leads updated with weekly schedules and activities.
3. Communicates regularly with Supervisor, Coordinator, and Assistant Coordinator.
4. Plans and prepares weekly site schedule and calendar of activities 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. 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. Follows staff policies and procedures.
10. Completes all other duties as assigned by Recreation Supervisor and Playground Coordinator.
11. Ensures that all staff and program participants follow the established policies and procedures.

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.
3. Must be able to attend staff training on June 8-9 and complete online training.
4. Must successfully pass a Criminal and Driving 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 and/or Leadership experience
2. One or more years of college and experience working in community recreation or education programs.
3. Ability to plan and conduct sports, crafts, outdoor and recreational activities with preschool, elementary and junior high age youth; knowledge and skills in leading activities.
4. A creative mind and assertive personality to plan, lead and implement activities.
5. 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.
6. Ability to work independently with minimum supervision.
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.