



Position Title: Playground Coordinator

Date: January 2021

Department: Parks and Recreation

Division: Recreation

Accountable to: Recreation Supervisor

Primary Objective of Position:

Provide on and off site leadership and supervision through planning, organizing and directing activities and programming at all Playground sites, under the direct supervision of the Recreation Supervisor.

Examples of Duties:

1. Provide a safe, fun and appropriate experience for all participants.
2. Assists Recreation Supervisor to recruit, interview, recommend and train seasonal staff.
3. Works with Recreation Supervisor to manage and supervise Playground Sites.
4. Provides work direction for Playground Leads and Instructors.
5. Manages staff schedule, approves time sheets, and coordinates with Recreation Supervisor to approve time off requests.
6. Plans and prepares weekly schedule and written post-season evaluation of program and recommendations for next season.
7. Communicates regularly with supervisor, public, staff, program participants and families.
8. Responsible for all preparation, submitting and reviewing all reports required on participants, volunteers, staff, incidents and property damage. Turns in all documentation to Supervisor in a timely manner.
9. Attends, participates in, and helps facilitate all staff trainings and weekly meetings.
10. Plans, attends, and provides supervision of super-events and field trips.
11. Provides support as needed for all participants and staff to create an inclusive environment.
12. Works as a team member to ensure the program's compliance with the Americans with Disabilities Act and the Minnesota Human Rights Act.
13. Organizes, delivers and keeps inventory of all equipment utilized at Playgrounds.
14. Assists with evaluations of all Playground Leads and Instructors as well as overall program.
15. Participates in own performance evaluation, identifying past accomplishments, problems, goals, and personal improvement plans.
16. Follows staff policies and procedures.
17. Ensures that all staff and program participants follow the established policies and procedures.
18. Completes all other duties as assigned by Recreation Supervisor.
19. Adhere to and enforce state health guidelines.

Minimum Qualifications:

1. Must be 18 years of age or older.
2. Must be available the entire season from June 14 – August 13 (Monday-Friday) as well as have ability to complete online training.
3. Must be able to attend staff training and assist in facilitating/preparing for training June 7-11 and complete online training.
4. Must successfully pass a Criminal and Driving Background Check.
5. Must possess valid driver's license.
6. Supervisory and/or Leadership experience.
7. Must have experience working with children.
8. Knowledge of and skill in organization of sports, crafts, games, nature and special events.
9. Must have good communication, leadership and organizational skills.

Desirable Qualifications:

1. Bachelor's Degree in Recreation, Sports and Leisure, Education or related field.
2. Experience working in community recreation or education programs with elementary – middle school age participants.
3. A creative mind and assertive personality to plan, lead and implement activities.
4. 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.
5. Ability to manage time and work independently with minimum supervision.
6. Responsible, reliable and be able to work as part of a team.
7. A willingness to learn about and support people with disabilities so they can participate fully in City sponsored Parks and Recreation programs.
8. Currently certified in First Aid/CPR/AED.

Supplemental Information

No programming July 5-9.