SUMMER PROGRAM COORDINATOR
Job Description

DEPARTMENT: Parks & Recreation
CLASSIFICATION: Seasonal/Temporary
SUPERVISOR: Recreation Supervisor
HOURS: 20 - 40 hours per week based on Classes and Prep Time. In May, the position will have limited hours during staff interviews and program planning; hours will increase in June and July. This part-time temporary position will run a total of approximately 300 hours from early May through the end of July.

WAGE: $16.00-$18.00/hour, DOQ

NATURE OF WORK:
To plan, organize and coordinate a wide variety of recreational programs for pre-school to elementary school aged children (ages 4 - 12) in an outdoor and indoor setting(s). Programs are held at a Community Park, Curtiss Field and CTC in Falcon Heights. Individuals are responsible for their own transportation. This position will also be a lead role during special events and have opportunities to gain experience working with other departments, commissioners, and elected officials.

MINIMUM QUALIFICATIONS:
Must be a college student or graduate in the field of Parks and Recreation, Elementary Education or related field. Must have at least one year of experience teaching or leading children ages 3-14. Must have leadership experience with youth and staff. CPR certification preferred.

DESIRED QUALIFICATIONS:
Attending college or a college graduate with more than one year of experience teaching or leading children ages 3- 14 and preparing daily activities such as games, crafts, (including sports) and other activities appropriate in a park setting and age group in which assigned. An ideal candidate will have 2-3 years of supervising and leading recreation staff.

KNOWLEDGE, SKILLS AND ABILITIES:
1. Knowledge of activities appropriate for children ages 3-12.
2. Experience leading group activities.
3. Employ good communication skills.
4. Ability to work with no direct supervision.
5. Utilize sound reasoning and common sense in a variety of situations.
6. Interact well with children and encourage positive social skills.
7. Maintain order and appropriate security.

CHARACTERISTICS:
Energetic, enthusiastic, reliable, honest, creative, positive attitude, friendly, mature, well-groomed, self-motivated, self-directed and enjoys children.
PHYSICAL DEMAND:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to stand and talk or hear.
- The employee is frequently required to use hands to handle or feel objects, tools, or controls and reach with hands and arms.
- The employee is occasionally required to climb or balance and run, walk, sit, stoop, kneel, crouch and crawl.
- The employee must frequently lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close, distant, color and peripheral vision.

RESPONSIBILITIES (CORE JOB REQUIREMENTS):
1. Develop, plan and implement lessons plans and day-to-day activities.
2. Lead a variety of activities – games, drills, craft projects, etc.
3. Supervising and leading recreation staff.
4. Enforce all policies, rules and regulations established by the City of Falcon Heights.
5. Interact with parents and community members in a professional, courteous, friendly and helpful manner.
6. Supervise children using positive discipline to maintain an informal, orderly and safe environment.
7. Maintain and properly care for program equipment and facilities.
8. Set-up and clean-up of activity area, including building and grounds.
9. Order supplies, equipment and materials from supervisor as needed.
10. Complete attendance records, accident reports and all other reports as requested by supervisor.
11. Recognize and respond effectively in an emergency. Be familiar with and follow accident procedures.
12. Keep supervisor informed of any concerns or issues.
13. Perform other related duties as requested by supervisor.

Application Process:
To be considered for the position, each individual is required to complete the City of Falcon Heights Job Application and the Summer Application Supplement. Both are available on the City of Falcon Heights website and are available at Falcon Heights City Hall. For more information contact the city by calling 651.792.7600 or by emailing mail@falconheights.org