DEPARTMENT: Parks & Recreation
CLASSIFICATION: Seasonal/Temporary
SUPERVISOR: Summer Coordinator
HOURS: 10-30 hours per week including some evenings and weekends
WAGE: $11.00/hr.-$13.00/hr.

NATURE OF WORK: To plan, coordinate and lead a wide variety of activities for Falcon Heights Parks and Recreation including Summer Discovery playground programs for ages 4-12 in an outdoor and indoor setting. Head Activities Leader is responsible for giving direction and instruction to recreation leaders and participants. Programs are held at a Community Park, Curtiss Field and CTC in Falcon Heights. Individual is responsible for their own transportation.

MINIMUM QUALIFICATIONS:
1. Minimum age 16 years old.
2. Two years of experience working with children.

KNOWLEDGE, SKILLS AND ABILITIES:
1. Knowledge of a variety of crafts, games and activities.
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.
8. At least one year working in a playground program setting.

CHARACTERISTICS: Energetic, enthusiastic, reliable, honest, creative, positive attitude, friendly, mature, 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 Summer Discovery camp includes lessons plans and activities.
2. Lead a variety of activities – games, drills, craft projects for as many as thirty (30) children with varying ages (4 years old to 12 years old).
3. Give direction and instruction to 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.