



POSITION OPENING

SEASONAL YOUTH RECREATION LEADER

Department: RECREATION

Job Description

Role and Responsibilities

Position is responsible for caring for children between the ages of 3 – 11 years who participate in the City's structured recreation programs utilizing Prior Lake neighborhood and community parks. Typical daily duties include:

- Assuring the safety and protection of children at all times, including during activities as well as during drop-off and pick-up by parents.
- Plan and organize daily supplies for play activities that promote fun, learning and teamwork consistent with the City-outlined program.
- Greet participants/parents, enthusiastically lead and participate in daily play activities with participants that promote fun, learning, and teamwork. Also responsible for cleanup of site daily.
- Communicating with parents and supervisory staff on a daily basis regarding the child's participation or to communicate issues or challenges.
- Responsible for documenting any issues, concerns or discussions with parents regarding a participant.
- Responsible for enforcing park and program rules in a non-threatening manner and teaching respect for public and private property, supplies and equipment.
- May be called to assist at trips or special events.
- Other duties or responsibilities as apparent directed or required.

Skills and Abilities

- Ability to communicate positively and effectively with the public and co-workers.
- Must demonstrate initiative and display a positive and constructive attitude.

Qualifications and Education Requirements

- Must have valid Minnesota driver's license with driving record acceptable to the City.
- Must have the ability to lift up to and over 30 pounds, and perform physical activity in outdoor weather conditions.
- Must be 16 years of age as of May 1st of the current year.

Additional Information

- Subject to annual recruitment.
- Work is performed under the direct supervision of the Recreation Coordinator.
- We are unable to grant more than 2 consecutive days off during summer employment due to the nature of this position. Please note this position is off for the 4th of July week (July 1st-July 7th).
- Non-exempt hourly wage range \$11.00-\$11.50.
- Interviews will be conducted on March 17th at City Hall.

How to Apply

1. Obtain an application from our website: <http://www.cityofpriorlake.com/jobs.php> or by contacting Ann Schroeder at 952.447.9803
2. Email completed application and any additional information to aschroeder@cityofpriorlake.com or mail to:
City of Prior Lake
Attn: Human Resources
4646 Dakota Street SE
Prior Lake, MN 55372