



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 daily 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 40 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 Manager.
- 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.
- Application deadline is March 27, 2019. Interviews will be conducted on March 29, March 30 and April 6, 2019 at City Hall.

How to Apply

1. Obtain an application from our website: <http://www.cityofpriorlake.com/jobs.php>
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