



Position Title: Playground Assistant Coordinator

Date: January 2012

Department: Community Services

Division: Parks and Recreation

Accountable to: Recreation Supervisor – Youth Programs

Primary Objective of Position:

Under the direction of the Recreation Supervisor for Youth Programs and the Playgrounds Coordinator, assist the Playgrounds Coordinator to provide on and off site leadership and supervision through planning, organizing and directing activities and programming at all Playgrounds and Trips as directed. This position is also responsible for recruiting, supervising and managing the Teen Volunteers at all Playground sites.

Examples of Duties:

1. Assists the Playground Coordinator with managing and supervising Playground sites and trips.
2. Plans, organizes, recruits, supervises, manages and evaluates the Teen Volunteer Program at all Playground sites.
3. Plans and prepares weekly schedule and written post-season evaluation of program and recommendations for next season.
4. Responsible for all preparation, submitting and reviewing all reports required on participants, volunteers, staff, incidents and property damage. Turns all documentation into Supervisor/Coordinator in a timely manner.
5. Attends and participates in staff meeting each week.
6. Attends and assists with supervision of Wednesday and Friday field trips.
7. Provides support as needed for all participants and staff to create an inclusive environment onsite.
8. Works as a team member to ensure the program's compliance with the Americans with Disabilities Act and the Minnesota Human Rights Act.
9. Attends and participate in all staff trainings and meetings.
10. Follows staff policies and procedures.
11. Completes all other duties as assigned by Recreation Supervisor of Youth Programs and Playground/Trip Coordinator.
12. Ensures that all staff and program participants follow the established policies and procedures.
13. Provide a safe, fun and appropriate experience for all participants.

Minimum Qualifications:

1. Must be 18 years of age or older
2. Must be available the entire season from June 17-August 18th (Monday-Friday) as well as all training dates.

3. Must successfully pass a Criminal and Driving Background Check.
4. Must have experience working with children.

Desirable Qualifications:

1. Supervisory and/or Leadership experience
2. One year of college and experience working in community recreation or education programs with middle school and Jr. High participants.
3. Ability to supervise, plan and conduct sports, crafts, outdoor and recreational activities for middle school and junior high age youth; knowledge and skills in leading activities..
4. A creative mind and assertive personality to plan, lead and implement activities.
5. 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.
6. Ability to work independently with minimum supervision.
7. A willingness to learn about and support people with disabilities so they can participate fully in City sponsored Parks and Recreation programs.

Supplemental Information:

The Summer Adventure Playground program operates June 18 through August 17 (Limited programming July 2-6) Monday, Tuesday and Thursdays from 9 AM to 4 PM. Playground sites include Brye, Kelly, Poplar Bridge, Running, Smith, Sunrise, Westwood Parks and Valley View. Within this program, participants range in age from 6 to 12 but this position will be responsible for the Teen Volunteer Program and providing weekly opportunities for ages 10-12 at all sites. Staff trainings occur during the week of June 11th, some training dates may occur prior to this date. This position will also require some pre-planning, recruiting, interviewing and schedule preparation work with a flexible schedule during the months of March-June.