



Position Title: Playground Instructor

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 provides plans, organizes and directs activities at an assigned playground site in cooperation with the Inclusion Facilitator, and Playground Teen Volunteers while under direct site supervision from the Playground Lead.

Examples of Duties:

1. Assists the Playground Lead in the planning, organizing and leadership of various activities at an assigned summer playground site.
2. Assumes responsibility for leading specific programs or activities as delegated by the Playground Lead.
3. Assists the Playground Lead in planning and preparing weekly calendar of activities.
4. Assists in filling out weekly attendance reports and written post-season evaluation of program and recommendations for next season
5. Prepares all reports required on participants, incidents and property damage. Turns all documentation into Playground Lead on a daily basis.
6. Provides support as needed for all participants and staff to create an inclusive environment onsite.
7. Works as a team member to ensure the program's compliance with the Americans with Disabilities Act and the Minnesota Human Rights Act.
8. Attends and participate in all staff trainings and meetings.
9. Follows staff policies and procedures.
10. Completes all other duties as assigned by Recreation Supervisor of Youth Programs and Playground Coordinator.
11. Ensures that all participants follow the established policies and procedures.
12. Provide a safe, fun and appropriate experience for all participants.

Minimum Qualifications:

1. Must be 16 years of age or older.
2. Must be available the entire season from June 18-August 17, 2012 as well as all training dates.
3. Must successfully pass a Criminal Background Check.
4. Must have experience working with children.

Desirable Qualifications:

1. High School graduate with 1+ years working in a community recreation or education program.
2. Knowledge and understanding of child behavior, ability to relate with and supervise children successfully.
3. Ability to help with and plan a variety of recreation activities with preschool, elementary and junior high age youth; knowledge and skills in leading activities, including sports, indoor and outdoor games
4. Creativity in developing and implementing new program ideas.
5. A willingness to learn about and support people with disabilities so they can participate fully in City sponsored Parks and Recreation programs.

Supplemental Information:

Summer Adventure Playgrounds program runs June 18 through August 17 (Limited programming July 2-6), Monday Tuesday and Thursdays from 9 AM to 4 PM. There may be some limited opportunities to work during our Field Trips to various sites on Wednesday and Fridays from 9 AM to 4 PM. Playground sites include Brye, Kelly, Poplar Bridge, Running, Sunrise and Westwood Parks. Within this program, participants range in age from 6 to 12. Staff trainings occur during the week of June 11th, some training dates may occur prior to this date.