



Position Description

Position Title: Summer Spectrum Lead

Date: January 2012

Department: Community Services

Division: Parks and Recreation

Accountable to: Recreation Supervisor and Summer Spectrum Coordinator

Primary Objective of Position:

Under the direct supervision of the Recreation Supervisor, Summer Spectrum Coordinator and as part of the Summer Spectrum Team, Lead staff will plan and teach classes and sports camps for Pre-school-9th grade. Classes will be based out of Olson Middle School and include soccer, football, golf, basketball, and much more. The position is also responsible for supervision of 1-4 other positions including Summer Spectrum Instructors and Spectrum Teen Volunteers.

Example of Duties:

1. Plan and prepare curriculum per assigned guidelines for pre-assigned athletic camps.
2. Plans, organizes and directs daily instruction for camps and involve all students into each day's activities.
3. Ensure that program location is safe for all program participants.
4. Encourage social interactions between and among all participants.
5. Attend and participate in all staff training and meetings.
6. Problem solve by using other staff, parents supervisors, the media, and community agencies as resources.
7. Responsible for filling out weekly attendance reports and written post-season evaluation of program and recommendations for next season
8. Prepares all reports required on participants, staff, incidents and property damage. Turns all documentation into Supervisor/Coordinator on a daily basis.
9. Provides support as needed for all participants and staff to create an inclusive environment onsite.
10. Works as a team member to ensure the program's compliance with the Americans with Disabilities Act and the Minnesota Human Rights Act.
11. Completes assigned program evaluations. Provide Supervisor with a summary of each program session.
12. Develops and maintains professional relationships with staff and supervisor.
13. Follows staff policies and procedures.
14. Ensures that all participants follow the established policies and procedures.
15. Provide a safe, fun and appropriate experience for all participants.
16. Completes all other duties as assigned by Recreation Supervisor and Summer Spectrum Coordinator.

Minimum Qualifications:

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

Desirable Requirements:

1. Must have a strong athletic background with experience in coaching or teaching.
2. Supervisory or Leadership experience.
3. High school diploma and some post-secondary course work preferred. High school students with significant experience may be eligible
4. Experience working in community recreation or education programs, specifically designed for youth.
5. Ability to plan and conduct recreation activities with preschool, elementary and junior high age youth; knowledge and skills in leading activities, including sports, indoor and outdoor games.
6. 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
7. A willingness to learn about and support people with disabilities so they can participate fully in City sponsored Parks and Recreation programs.
8. Patience and reliability

Supplemental Information:

Summer Spectrum program runs June 18 through August 17 (No programming July 2-6), Monday-Friday from 9 AM to 1 PM. Summer Spectrum operates at Olson Middle School. Within this program, participants range in grades from Pre-School through 9th. Each class ranges from 7-20 participants. Staff trainings occur during the week of June 11th, some training dates may occur prior to this date