

## **Seasonal Recreation Lead Instructor**

### **SUMMARY/PURPOSE**

To plan, organize, and coordinate programming for the community. This position coordinates the day-to-day operations of recreation programs and is responsible for the development of curriculum, preparing sites for programs, communications, evaluations, and training other summer program staff. *Seasonal positions run April 1 – November 1 each year; seasonal appointments shall not exceed 1,040 hours or 185 consecutive days each calendar year, whichever occurs first.*

### **SUPERVISION RECEIVED**

For both one-of-a-kind and repetitive tasks, the supervisor makes specific assignments that are accompanied by clear, detailed, and specific instructions. Incumbents work as instructed and consult with the supervisor.

### **SUPERVISION GIVEN**

Does not have direct supervisory responsibility but does have input regarding schedules, training, and performance of temporary employees and volunteers.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Plan, organize, implement, and instruct seasonal recreational activities for youth through adults.
2. Evaluate programs and activities; make recommendations for future of program to Recreation Specialist.
3. Schedule and monitor the use of facilities, equipment, and supplies.
4. Obtain and maintain supplies for programs and activities; maintain accurate records regarding inventory replacement/repair.
5. Train, schedule, and guide the work of recreation instructors and volunteers in safe and proper techniques.
6. Develop, prepare, and assist in the preparation and dissemination of flyers and other promotional materials.
7. Assist and participate in the maintenance of facilities and grounds.
8. Assist and participate in the maintenance of building interiors, including cleaning, scrubbing, mopping, dusting, and sweeping.
9. Provide emergency first aid within scope of applicable training/credentials and policies.
10. Respond in a timely fashion to citizen inquiries, requests, and complaints regarding programming.
11. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.
12. Other duties may be assigned.

### **JOB REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
  - A. A minimum of one (1) year of related education and/or full-time, verifiable professional recreation experience to include leading a variety of recreation activities or working with youth as a primary responsibility.
2. License Requirements
  - A. Possess and maintain a valid Minnesota Class D driver's license or privilege.
  - B. Ability to obtain and maintain a First Aid/CPR certification.
3. Knowledge Requirements
  - A. Knowledge of recreational programming and working with youth in a day camp setting.
  - B. Knowledge on providing leadership to a team.
  - C. Knowledge of problem-solving and conflict-resolution techniques.
  - D. Knowledge of applicable safety requirements.
  - E. Knowledge of, or the ability to learn, City policies and procedures.

4. Skill Requirements
  - A. Skill in driving large vehicles and trailers.
  - B. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.
  - C. Skill in managing one's own time.
  - D. Skill in completing assignments accurately and with attention to detail.
5. Ability Requirements
  - A. Ability to conduct a variety of indoor and outdoor recreational activities and maintenance tasks year round.
  - B. Ability to work irregular hours, including evenings, weekends, and holidays to oversee programs and events.
  - C. Ability to plan, organize, and lead a variety of recreational activities.
  - D. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
  - E. Ability to communicate and interact effectively with members of the public.
  - F. Ability to communicate effectively both orally and in writing.
  - G. Ability to understand and follow instructions.
  - H. Ability to problem-solve a variety of situations.
  - I. Ability to set priorities and complete assignments on time.
  - J. Ability to attend work as scheduled and/or required.

#### Physical Demands

The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 pounds, crouching or crawling in restricted areas.

#### Work Environment

The work environment involves moderate risks or discomforts requiring special safety precautions (e.g., working around moving parts, carts, or machines, or with contagious diseases or irritant chemicals). Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves, or shields.

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