

Seasonal Summer Program Staff

Job Details

Status: Part-time/Temporary/Seasonal (PS) position, non-exempt

Salary: \$12.00 to \$15.00 per hour

Location: Able Park, 8200 Able St NE, Spring Lake Park, MN 55432

Work Days/Hours: Monday – Friday, 9:00am – 4:00pm (approx. 30.5 hours per week)

Reporting Relationship: Reports to Youth Program Supervisor in the Parks & Rec Department

Application Deadline: Review of applications will begin on May 3, and continue until the position is filled

The Spring Lake Park Recreation Department is seeking motivated & creative adults with experience in coordinating, implementing, and supervising activities for children ages 6 - 12 years old. Staff members are responsible for all supervision and activities held at Able Park as part of the Able Park Munchkins, Panthers, weekly free programs, and weekly special events.

Applicants should have experience, knowledge, skills, and a definite interest in planning and conducting low organized games, sports, contests, arts and crafts, and special events for elementary and middle school-age children at a playground park site.

Essential Functions and Responsibilities (other duties may be assigned)

- Plan and lead a variety of daily and weekly activities for children.
- Plan, organize and implement special events throughout the summer.
- Maintain appropriate safety measures for program participants.
- Demonstrates ability to anticipate the needs of children and parents and a willingness to help within the parameters of this position.
- Maintains a notable visual presence during shift.
- When necessary, communicates program policies and expectations to students and/or parents to ensure a high level of safety and service at all times.

Position Requirements

Minimum Qualifications

- Must be at least 18 years of age.
- Must be able to stand, walk, bend, reach, pull, stretch, climb, and move for duration of shift.
- Must be able to participate in indoor and outdoor activities.
- Must be able to work professionally and calmly in an environment which may have heightened noise and stress.
- Must be able to work in warm and humid outdoor conditions.

Preferred Qualifications

- Degree or attending college in childhood education, teacher education, or a related field.
- Current CPR, First Aid, and AED certifications

Important Program Dates

Staff Preparation & Planning Dates: June 14 – 18

Programs Dates: June 21 – August 11

Staff closing & Inventory Dates: approx. August 12 – 13

Tower Days: June 10 and 13

Youth Softball Tournament: July 29 – 31

*All Able Park programs are closed for July 4 (no staff on duty).

City Expectations

We are a service organization. We take pride in what we do. We cultivate a supportive, encouraging and productive culture with a strong customer focus. We promote wellness and plan work/life balance into our goals. We value differences and foster inclusion. We achieve success by exhibiting our core values: collaboration, innovation, integrity, performance and relationships.

Position Specific Expectations

Communication: Able to convey a message to get a point across; communicates in a clear and concise manner; able to write clearly and succinctly; tailors' message to a variety of communication settings and styles.

Attention to Detail: Able to find errors in work and solve problems; anticipates issues and performs at a high level of accuracy; sets up systems to ensure errors are not repeated.

Accountability: Follows through on commitments; focuses on appropriate tasks throughout the shift; takes responsibilities for actions both as an individual and on behalf of the organization; actions and words are in sync; follows all policies and procedures; maintains confidentiality; is prepared and punctual to all scheduled shifts.

Sound Judgment: Able to make a decision based on the right mixture of facts; determines a course of action after weighing and analyzing different options.

City of Spring Lake Park Employment Process

The City of Spring Lake Park conducts a Criminal history pre-employment check for this position.

All final candidates must successfully complete and pass the City's evaluation of the pre-employment process before their first day of employment with the City.

In order to be considered, all applicants must submit a completed city application, available at www.slprec.org. Please contact Wesley Goldberg for more information (wgoldberg@slpmn.org).