

**CITY OF SPRING LAKE PARK
JOB DESCRIPTION**

JOB TITLE: Recreation Program Supervisor

DEPARTMENT: Parks & Recreation

REPORTS TO: Director, Parks & Recreation

SALARY: \$53,675.44-\$68,814.72/year plus benefit package

STATUS: Full-time

APPLICATION DEADLINE: Review of applications begins on May 3, 2021

Submit city application, supplemental questionnaire and resume to recinfo@slpmn.org

Or mail to: 1301 81st Ave NE, Spring Lake Park, MN 55432

POSTING DATE: April 2021

POSITION SUMMARY:

Assist in the development and implementation of a comprehensive recreation program.

Plan, organize and supervise a variety of recreation programs for youth and adults.

Develop and maintain effective public relations and marketing materials.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plan, implement and evaluate individual recreation activities including classes and special events for youth, adults, families and senior citizens.
- Plan, implement, evaluate and lead adult day trips and special outings.
- Plan, implement, evaluate and lead extended tours for adults.
- Research new program areas and hire instructors to conduct classes and seminars in a continuing effort to stimulate new interests in the community.
- Visit classes on a regular basis to keep in touch with the instructors and participants and to evaluate the program and solve problems as they arise.
- Subject to Director's approval, interview, hire, train, and supervise part-time employees including instructors, and seasonal employees.
- Conduct verbal and/or written program evaluations and interest surveys in order to more effectively evaluate the program.
- Promote public relations/marketing through use of brochures, flyers, school announcements, local media, posters, phone contacts, target marketing, written correspondence and website.
- Keep program records updated. Assist in the preparation of the quarterly and annual reports which clearly identify existing program activities, extent of participation, financial overview and current trends.
- Initiate and control supply and equipment purchases to replenish existing inventories or provide additional items necessary for programs.

- Familiarize assigned personnel to city and department policies and procedures, and clearly communicate the duties and responsibilities assigned so personnel may proceed with certainty in performance of their positions.
- Keep the Director informed of all-important developments and results being achieved in the overall program and prepare special reports or documents as requested.
- Handle citizen complaints and concerns in a polite and professional manner.
- Provide general program information and assistance to the public in person or over the phone.
- Process registrations, keep records and perform clerical program support as needed.
- Keep the Director informed of any issues/concerns which may affect the management of the recreation program.
- Perform other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Possess effective oral and written communication skills.
- Have good leadership skills as well as organizational skills.
- Skilled in public relations, marketing and inter-agency cooperatives.
- Ability to work independently with skills to establish priorities and meet deadlines.
- Have a thorough understanding of recreation theory and philosophy.
- Must have knowledge in programming of recreation and leisure services for all ages.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Recreation, Parks & Leisure Services or equivalent field.
- Minimum 2 years of responsible experience in municipal recreation or equivalent.
- Previous supervisory experience.
- Experience with Microsoft Word, Publisher, Outlook, PowerPoint and Excel.
- Ability to provide a level of customer service that meets/exceeds customer expectation and satisfaction.
- Ability to professionally exhibit cultural sensitivity, patience, and understanding in the course of work duties.

DESIRED QUALIFICATIONS:

- Experience in event planning and group travel planning.
- Experience in marketing.
- Experience in recreation on-line registration systems.

A Background Check is required and will be completed by the City of Spring Lake Park Police Department. Applicants must sign an informed consent allowing the City to obtain their criminal history information in connection with the position sought. Applicants who do not sign the informed consent form will not be considered for the position.

Physical Requirements: Work is performed both outside and inside a temperature-controlled environment. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk and listen. The employee frequently is required to stand, walk, use hands to finger, handle or feel and reach with hands and arms. The employee is required to operate a computer and office equipment.

SUPPLEMENTAL QUESTIONNAIRE
RECREATION PROGRAM SUPERVISOR

Completion of this supplemental questionnaire is required as part of the City of Spring Lake Park employment process in order to more accurately evaluate your qualifications for this position. Please attach additional sheets if necessary. Complete all questions.

Name: _____

1. Do you have a valid driver's license? YES NO
2. Do you have First Aid/CPR? YES NO
3. On a scale of 0 to 10 (0=no knowledge, 10=very proficient), please rate your skill level in the following areas:

 Microsoft Word _____

 Microsoft Excel _____

 Google Docs _____

 Online registration (Active Net, Max Galaxy) _____

4. Are you willing to work evenings, weekends, holidays and travel as needed for programs and activities? Please answer yes or no with any necessary comments.
5. Describe your experience developing, coordinating, and supervising special events, Trip planning, and Older Adults programs. Please describe your planning steps, your level of responsibility, and your challenges and solutions you encountered.
 - a. Special Event
 - b. Trip planning (day trips, youth outings, personal trips)
 - c. Older Adult
6. Put the following situations in order of priority and explain the procedures to be taken. #1 is top priority and #10 is the lowest priority.

___ The drama teacher called in sick for today's class at 11 a.m. What would you do?

___ Tot's Club needs cups for tomorrow morning's class. What would you do?

___ Fletcher Elementary School's Principal called. What would you do?

___ A woman called to report that no supervisor was on the sled hill yesterday. What would you do?

- ___ Batons were delivered by UPS and must be passed out to participants at their 1 p.m. class. What would you do?
- ___ A resident in the front office has a question regarding a program. What would you do?
- ___ Mrs. Jones called with a complaint about the children's cooking class. What would you do?
- ___ Mr. Smith called. What would you do?
- ___ There is a \$10 shortage in yesterday's registration deposit. What would you do?
- ___ One of your program instructors called to report that she was 4 hours short on her last paycheck. What would you do?



City of Spring Lake Park Application for Employment

We welcome you as an applicant for employment with the City of Spring Lake Park. It is the City of Spring Lake Park's policy to provide equal opportunity in employment. The City of Spring Lake Park will not discriminate on the basis of race, color, creed, age, religion, national origin, marital status, disability, sex, sexual orientation, familial status, status with regard to public assistance, local human rights commission activity or any other basis protected by law.

Please furnish complete information, so we may accurately and completely assess your qualifications. You may attach any other information which provides additional detail about your qualifications for employment in the position you seek. Please refer to the Applicant Data Practices Advisory for information regarding what is considered public and private information as an applicant, and if you are selected for the position, as an employee.

The City of Spring Lake Park accommodates qualified person with disabilities in all aspects of employment, including the application process. If you believe you need a reasonable accommodation to complete the application process, please contact Daniel Buchholtz at 763-784-6491.

Personal Information

Name:	(Last)	(First)	(MI)
Street Address			
City, State, Zip			
Phone Number		Alternate Phone	
Email		Date of Birth (Police Officer applicants only)	

Please print in INK or type when completing this application

Title of position applying for:	
Are you legally eligible to work in the United States in the position for which you are applying? <i>Proof of citizenship or work eligibility will be required as a condition of employment.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will your continued employment require employer sponsorship?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you at least 18 years old?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Educational Information

Circle the highest grade completed			
1 2 3 4 5 6 7 8 Grade School	9 10 11 12 GED High School	13 14 15 16 College/Technical	MA MS PHD JD Graduate
Did you graduate: (Please check)	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>High School</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>College/Technical</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>Graduate JD</i>

School Name	Address	Course of study	Degree
High School:			
College:			
Graduate School:			
Technical/Vocational:			
Other:			
Other:			

List any other courses, seminars, workshops, or training you have that may provide you with skills related to this position:

List any current licenses, registrations, or certificates you possess which may be related to this position:

Employment Experience

List present or most recent employer first. Please note "see resume" is not an acceptable response for any entries on this application. Resumes will only be considered in addition to, but not in lieu of, this application.

Company	Name of last supervisor	Hrs/Week
Address	Start Date	
City, State, Zip	End Date	
Phone Number	Last job title	
Reason for leaving (be specific):		
Describe your work in this job:		
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Company	Name of last supervisor	Hrs/Week
Address	Start Date	
City, State, Zip	End Date	
Phone Number	Last job title	
Reason for leaving (be specific):		
Describe your work in this job:		
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Employment Experience continued

Company	Name of last supervisor	Hrs/Week
Address	Start Date	
City, State, Zip	End Date	
Phone Number	Last job title	
Reason for leaving (be specific):		
Describe your work in this job:		
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Company	Name of last supervisor	Hrs/Week
Address	Start Date	
City, State, Zip	End Date	
Phone Number	Last job title	
Reason for leaving (be specific):		
Describe your work in this job:		
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Unsalariated Experience

Describe any unsalaried or volunteer experience relevant to the position for which you are applying (you may exclude, if you wish, information which would reveal race, sex, religion, age, disability, or other protected status).

Military Experience

Did you serve in the U.S. Armed Forces? Yes No

Describe your duties:

Do you wish to apply for Veterans' Preference points: Yes No

If you answered "yes," you must complete the enclosed application for Veterans' Preference points, and submit the application and required documentation to the City of Spring Lake Park by the application deadline of the position for which you are applying.

Authorization

I certify that all information I have provided in this application for employment is true and complete to the best of my knowledge. Any misrepresentation or omission of any fact in my application, resume or any other materials, or during any interviews, can be justification for refusal of employment, or if employed, will be grounds for dismissal, regardless of length of employment or when the misrepresentation or omission is discovered.

I acknowledge that I have received a copy of the job description summary for the position/s for which I am applying. I further acknowledge my understanding that employment with the City of Spring Lake Park is "at will," and that employment may be terminated by either the City of Spring Lake Park or me at any time, with or without notice.

With my signature below, I am providing the City of Spring Lake Park authorization to verify all information I provided within this application packet, including contacting current or previous employers. However, I understand that if, in the Employment Experience section I have answered "No" to the question, "May we contact your current employer?," contact with my current employer will not be made without my specific authorization.

I further understand that criminal history checks may be conducted (after I have been selected for an interview, in the case of non-public safety positions) and that a conviction of a crime related to this position may result in my being rejected for this job opening. I also understand it is my responsibility to notify the City of Spring Lake Park in writing of any changes to information reported in this application for employment.

Signature

Date

VETERANS' PREFERENCE

COMPLETE THIS FORM ONLY IF YOU ARE CLAIMING VETERANS' PREFERENCE NOTE: COPY OF "MEMBER COPY 4" VETERAN'S DD214 MUST BE ATTACHED (Veteran is defined by Minn. Stat. § 197.447). DOCUMENTATION MUST BE RECEIVED BY THE APPLICATION DEADLINE OF THE POSTING IN ORDER TO BE CONSIDERED.

You must submit a PHOTOCOPY of your "Member Copy 4" of your DD214 or other military documents to substantiate the service information requested on the form. Claims not accompanied by proper documentation will not be processed. For assistance in obtaining a copy of your "member Copy 4" of your DD214, contact your County Veterans' Service Office.

served the full period called **or** ordered for federal, active duty **and** be a United States citizen or resident alien. Veteran's preference may be used by the surviving spouse of a deceased veteran, who died on active duty or as a result of active duty, and by the spouse of a disabled veteran who is unable to qualify because of the disability.

The City of Spring Lake Park operates under a point preference system, which awards points to qualified veterans to supplement their application. Ten (10) points are granted to non-disabled veterans on open competitive examinations; Fifteen (15) points are awarded if the veteran has a service connected compensable disability as certified by the U.S. Department of Veterans Affairs (USDVA).

To qualify for preference on a **promotional exam**, a veteran must have earned a passing exam score and received a USDVA active duty service connected disability rating of 50% or more. For a promotional exam, a qualified disabled veteran is entitled to be granted five (5) points. Disabled veterans eligible for such preference may use the five points preference only for the first promotion after securing employment with the City of Spring Lake Park.

To qualify for preference for a **competitive exam**, you must have earned a passing score and been separated under honorable conditions from any branch of the armed forces of the United States after having served on active duty for 181 consecutive days, **or** by reason of disability incurred while serving on active duty, **or** after having

Claims must be made on the form below and submitted with your application by the application deadline of the position for which you are applying. If the "Member Copy 4" DD214 is submitted to our office separate from this sheet, please attach a note with it indicating the position for which you are applying and your present address.

Name (Last)	(First)	(MI)	Position For Which You Applied	
Address (Street)			(City)	(State) (Zip)
Closing Date:		Phone Number	Are you a US Citizen or Resident Alien?	
			<input type="checkbox"/> YES <input type="checkbox"/> NO	

VETERAN (10 points):

("Member Copy 4" of DD214 or DD215 must be submitted to receive points)

Honorably discharged veteran Yes No

DISABLED VETERAN (15 points):

("Member Copy 4" of DD214 and USDVA letter of compensable disability rating must be submitted to receive points)

Percent of Disability: _____%

Have you ever been promoted within the City of Spring Lake Park employment? Yes No

SPOUSE OF DECEASED VETERAN (10 points or 15 if the veteran was disabled at time of death):

("Member Copy 4" of DD214 or DD215, or other documentation verifying service, photocopy of marriage certificate, spouse's death certificate and proof veteran died on or as a result of active duty must be submitted to receive points. You are ineligible to receive points if you have remarried or were divorced from the veteran.)

Date of Death: _____ Have you remarried? Yes No

SPOUSE OF DISABLED VETERAN (15 points):

("Member Copy 4" of DD214 or DD215 and USDVA letter of compensable disability rating must be submitted to receive points.)

How does Veteran's disability prevent performance of a stated job "requirement?" Due to the veteran's service-connected disability the veteran is unable to qualify for this position because (be specific):

AFFIDAVIT: I hereby claim Veterans' Preference points for this examination and swear/affirm that the information given is true, complete and correct to the best of my knowledge. I hereby acknowledge that I am responsible to obtain the required Veterans' Preference verification documents and submit them to the City of Spring Lake Park by the required application deadline.

Signature

Date

INFORMATION REGARDING CLAIMING VETERANS' PREFERENCE

Preference points are awarded to qualified veterans as defined by Minn. Stat. § 197.477, and to certain spouses of deceased or disabled veterans subject to the provision of Minn. Stat. §§ 197.447 and 197.455.

The veteran must:

- a) be a U.S. citizen or resident alien;
- b) have received a discharge under honorable conditions from any branch of the U.S. Armed Forces; AND have either:
 - i. served on active duty for at least 181 consecutive days, or
 - ii. have been discharged by reason of service connected disability, or
 - iii. have completed the minimum active duty requirement of federal law, as defined by CFR title 38, section 3.12a, i.e., having fulfilled the full period for which a person was called or ordered to active duty by the United States President, or
 - iv. certified service and verification of "veteran status" granted under U.S. PL 95-202.

The information provided will be used to determine your eligibility for veterans' preference points. You are required to supply the following information:

- 1) Attach a copy of the "Member Copy 4" of your DD214 or DD215, or other documentation verifying service. This copy must state the nature of discharge; i.e., honorable, general, medical, under honorable conditions.
- 2) Disabled veterans must also supply a Military/United States Department of Veterans' Affairs Rating Decision that supports/verifies the fact that the injury was incurred while on, or as a result of, active duty service. Disability incurred while on, or as a result of, active duty for training purposes does not qualify for disabled veteran preference per Minn. Stat. §§ 197.455 and 197.447.
- 3) A spouse of a deceased veteran, applying for preference points must supply their marriage certificate, the veteran's "Member Copy 4" DD214 or DD215, or other documentation verifying service, a death certificate, verification of their marriage at the time of veteran's death, and that the spouse has not remarried.

Thank you for your military service and for your interest in employment with the City of Spring Lake Park. Please contact our office at (763) 784-6491 or your local County Veterans' Service Office, if you have any questions regarding veterans' preference.

Equal Employment Opportunity Information

The information asked of you will be used to evaluate our overall efforts in reaching all segments of the population. The following information is VOLUNTARY and CONFIDENTIAL. This information is NOT A PART of the application file and is REMOVED from the application when received by our office. The City of Spring Lake Park appreciates your cooperation in our efforts to ensure affirmative action and equal opportunity.

Position(s) for which you are applying:

Gender: Male Female

With which racial/ethnic group do you identify?

- Black or African American
- Hispanic or Latino
- American Indian or Alaskan Native through Tribal affiliation or community recognition
- Caucasian/White
- Asian
- Native Hawaiian or other Pacific Islander
- Two or more races

Disability status, defined as:

- 1) Has a physical or mental condition that substantially or materially limits a major life activity (such as walking, talking, seeing, hearing or learning);
- 2) Has a history of a disability (such as cancer that is in remission);
- 3) Is regarded as having such an impairment.

Do you claim disability status? Yes No

Applicant Data Practices Advisory

The Minnesota Government Data Practices Act (Minn. Stat. §§ 13.01 – 13.90) includes two sections affecting applicants seeking employment with the City of Spring Lake Park. First, under “Rights of Subjects of Data” (Minn. Stat. § 13.04), when an applicant is asked to provide information about him/herself, the City must advise you of:

- The purpose and intended use of the data;
- Whether you may refuse or are legally required to supply the requested data;
- Any known consequences arising from your supplying or refusing to supply the data; and
- The identity of other persons or organizations authorized by State or Federal law to receive the data you provide.

Second under “Personnel Data” (Minn. Stat. §13.43) the following data on you as an applicant for employment by a public agency is automatically public:

- Your veteran’s status;
- Your job history;
- Your education and training;
- Your relevant test scores;
- Your rank on our eligibility list; and
- Work availability.

As an applicant, your name is considered private until you are certified as eligible for appointment to a position or are considered by the appointing authority to be a finalist for a position in public employment.

If you are hired, the following additional data about you will be considered public information:

- Your name;
- Your employee identification number (which is not your Social Security number);
- Your actual gross salary, contract fees, salary range, and actual gross pension;
- The value and nature of employer paid benefits;
- The basis for and the amount of any added remuneration, including expense reimbursement, in addition to your salary;
- Your job title, bargaining unit (if applicable) and job description;
- The dates of your first and last employment with us;
- The status of any written complaints or charges against you while you work for the City of Spring Lake Park, regardless whether or not they have resulted in disciplinary action, the final disposition of any disciplinary action and supporting documentation;
- Your work location and work telephone number;
- Your education and training background;
- Work-related continuing education;
- Honors and awards you have received;
- Payroll timesheets or other comparable data that are only used to account for your work time for payroll purposes: except to the extent that release of time sheet data would reveal employee’s reasons for the use of sick or other medical leave or other non-public data;
- Your previous work experience;

Applicant Data Practices Advisory continued

- The “complete” terms of any settlement agreement (including buyout agreements) except that the agreement must include the specific reasons if it involves the payment of more than \$10,000 of public money; and
- Your badge number. This data is private if the candidate is applying for or is hired for an undercover law enforcement position.

All data concerning you which is placed in your personnel file and which is not addressed in statute as public data (see above listing) is private data. This private data will be available to you and those members of city staff needing it to process city records. In addition, the following persons or organization are authorized by state and federal law to receive this data if they so request in certain circumstances:

- The Bureau of Census;
- Federal, State and County Auditors;
- The State Department of Public Welfare;
- The Department of Human Rights;
- Federal Officials investigating compliance of Affirmative Action and Equal Employment Opportunities;
- Labor organizations and the Bureau of Mediation Services;
- Data may also be made available through court order.

With the exception of the optional data requested, the data you provide is needed to identify you and you assist in determining your suitability for the position for which you are applying. The optional data is used in summary form by the city’s Affirmative Action Program to monitor protected class employment and meet federal, state and local reporting requirements. Furnishing the optional data requested about you in voluntary.

NOTICE REGARDING SOCIAL SECURITY NUMBER: This information will be used for payroll taxes, insurance purposes, and retained in the employee’s data record.

NOTICE TO MINORS: Minors from whom private data or confidential data is collected have the right to request that parental access to the private data be denied.

If you have any questions regarding your rights as a subject of data, please contact the City of Spring Lake Park City Administrator at 1301 81st Avenue NE, Spring Lake Park, MN 55313. **This information is subject to change consistent with subsequent amendments to the Minnesota Government Data Practices Act.**

NOTICE REGARDING REQUEST FOR MARRIAGE CERTIFICATE FOR VETERANS’ PREFERENCE DOUCMENTATION: This information will be used for documentation purposes for verifying marital status for requesting applicable spousal Veterans’ Preference credits.



RELEASE AUTHORIZATION

I, (please print name) _____, hereby authorize investigation of any information contained in the Application for Employment and/or supplemental materials I have submitted in consideration for the position of _____, as may be needed to arrive at an employment decision. I authorize any or all education institutions and prior employers listed in the application for Employment to provide information they may have concerning me as it may relate to consideration of my application for this position. I understand the city will be contacting both individuals suggested by me and others whom I may not have suggested. I release those parties from any and all liability or claims for damage that may result from such.

This release supersedes any agreement I may have previously made to the contrary with any such person, school, employer, or organization.

A photocopy or facsimile of this signed release shall have the same force and effect as the original release signed by me.

Applicant's Signature

Date