



The CITY OF BURNSVILLE
Invites applications for the position of:
**WINTER RECREATION
PROGRAM COORDINATOR
(SEASONAL)**
An Equal Opportunity Employer

OPENING DATE: 11/13/2020

CLOSING DATE: 11/29/2020

STARTING SALARY: \$13.50/hr. - \$14.50/hr. DOQ

SALARY RANGE: \$13.50/hr. - \$15.00/hr.

DESCRIPTION:

Assist Recreation Programmers with planning, organizing, and the implementation of the City's recreation programs. Seasonal Position: November – February

ESSENTIAL JOB FUNCTIONS:

1. Assist with the planning, coordination and implementation of warming house program including staff training, on-site supervision and program reporting
2. Assist with the planning, coordination and implementation of diversified youth and family programs to meet the needs of the community
3. Communicate with supervisors and co-workers to help determine the most efficient and effective program plan(s)
4. Assist with planning, coordinating and implementation of special events
5. Assist with supervision of part-time staff.
6. Identify, observe, and maintain program supplies and equipment in order to meet the needs of the program.
7. Assist with supervision of daily activities to ensure quality programming.
8. Provide excellent customer service and maintain a positive public image by address questions and concerns for staff, patrons, and participants immediately.
9. Knowledge of the Recreation Department programs and philosophy.
10. Perform other related duties as requested by supervisors.
11. Available for evening and weekend program supervision.

MINIMUM QUALIFICATIONS:

- Broad knowledge of youth behavior and ability to relate to both youth and adults.
- Knowledge of and skill in organization and supervision of sports, games, crafts, nature, and special events.
- Previous experience in a community recreation program with an emphasis on youth activities

- Proven ability to work without direct supervision and to make appropriate decisions.
- Ability to supervise and communicate with seasonal employees.
- College degree or course work leading to a degree in recreation, education, or related field.
- Valid Minnesota Driver's License.

EXAMINATION:

- Training and Experience Rating
- Oral Interview
- Other testing as appropriate
- Must pass a background check

APPLICATIONS MUST BE FILED ONLINE AT:

www.burnsvillemn.gov/jobs

OUR OFFICE IS LOCATED AT:
100 Civic Center Parkway
Burnsville, MN 55337
P: 952-895-4477