



The CITY OF BURNSVILLE
Invites applications for the position of:

Recreation Programmer I

An Equal Opportunity Employer

OPENING DATE:	1/21/2021
CLOSING DATE:	2/15/2021
STARTING SALARY:	\$29.8016 - \$32.0786/hr. Depending on qualifications

The City of Burnsville is recruiting for a Recreation Programmer I. This position is responsible for developing, administering, supervising, promoting and delivering a variety of quality programs to meet the mission of the Parks, Recreation and Facilities Department of “Enhancing our community through people, parks, programs and facilities”.

The successful applicant will embrace the City’s cultural values and work to make positive contributions:

Our values:	Your contribution:
Collaboration: we value people and perspectives	<ul style="list-style-type: none">Respectfully engage with co-workers, partners and community members.
Innovation: we are on the leading edge	<ul style="list-style-type: none">Create new inclusive and equitable programming opportunities that meet the needs of the community.
Excellence: we expect the best	<ul style="list-style-type: none">Maintain a high standard of customer service with a positive attitude and a desire to provide a quality recreational experiences.

ESSENTIAL JOB FUNCTIONS:

- Responsible for the organization and administration of a variety of recreation programs:**
 - Plan and develop recreational activities and events for residents of all ages.
 - Plan community events, concerts and entertainment in parks.
 - Provide necessary feedback on programs through after-action reports.
- Hire, train, supervise and evaluate seasonal staff**
 - Recruit quality seasonal staff as an essential piece to the success of our programs.
 - Provide ongoing coaching and mentorship to staff.

APPLICATIONS MAY BE FILED ONLINE AT:

www.burnsville.org

OUR OFFICE IS LOCATED AT:
100 Civic Center Parkway
Burnsville, MN 55337
P:952-895-4472

- Provide necessary feedback and evaluation of staff throughout each season to ensure quality staff retention.
3. **Hire, supervise and evaluate contracted services**
 - Hire qualified program administrators, performers and services.
 - Develop, manage and administer service contracts.
 - Provide necessary feedback through after-action reports.
 4. **Assist in community outreach efforts**
 - Encourage program participation from diverse demographic.
 - Create programs and events that support cultural differences.
 - Coordinate outreach efforts with various city departments and community partners.
 5. **Be an active member of the Recreation and Facilities Department**
 - Assist with the development of department budgets and reports.
 - Assist in the development of public relations and promotional materials.
 - Maintain positive relationships with co-workers and members of the community.
 - Valuable part of our organization, actively contributing ideas to make us better.
 - Performs other duties as apparent or assigned.

WORKING CONDITIONS:

- Ability to lift up to 50 pounds.
- Ability to actively participate in recreational activities
- Ability to work outside during all seasons.
- Ability to work in an office setting.
- Ability to work on weekends and holidays.
- Ability to work a various hours of the day.

MINIMUM QUALIFICATIONS:

- Must possess a valid driver's license or have the ability to obtain a driver's license.
- A college degree in recreation administration or related field.
- Experience working with multiple recreation programs.

DESIRABLE QUALIFICATIONS:

- Experience working with diverse populations.
- Knowledge and understanding of community recreation programs.
- Knowledge of computer software: MS Office, RecTrac or other RMS System preferred.
- Ability to work cooperatively and establish good relations with co-workers.
- Ability to manage staff and budgets.
- Ability to effectively communicate both written and orally.

EXAMINATION:

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

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