



The CITY OF BURNSVILLE
Invites applications for the position of:

Summer Program Coordinator

An Equal Opportunity Employer

OPENING DATE: 04/08/2021

CLOSING DATE: 04/25/2021

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

DESCRIPTION: Assist Recreation Programmers with planning, organizing, and the implementation of the City's summer recreation programs. Seasonal position May-October.

ORGANIZATIONAL VALUES:

| Our values: | Your contribution: |
|--|---|
| Collaboration: we value people and perspectives | <ul style="list-style-type: none">• Work with youth and supervisor to effectively plan and implement youth programs and activities. |
| Innovation: we are on the leading edge | <ul style="list-style-type: none">• Help with the planning and implementing new and creative ideas of our youth programming. |
| Excellence: we expect the best | <ul style="list-style-type: none">• Provide excellent customer service with quality programming. |

ESSENTIAL JOB FUNCTIONS:

- 1. Assist with the planning, coordination and implementation of diversified youth programs**
 - Planning of staff trainings
 - Develop youth program plans and activities to meet the needs of program participants
 - Program registrations
 - Program evaluations
 - On-site supervision
 - Assist with supervision of part time seasonal staff
- 2. Assist with planning, coordinating and implementation of special events**
 - Ground Pounders Race
 - International Festival of Burnsville
 - Party On the Plaza
 - Summer Concert Series
 - Specialty events/programs
- 3. Provide excellent customer service and maintain a positive public image**
 - Addressing questions and concerns for staff, participants, and parents/guardians.

4. Assist with the evaluation of programs/events

- Identify, observe, and maintain, program supplies and equipment in order to meet the needs of the program.
- Assist with supervision of daily activities to ensure quality programming.

5. Perform other related duties as requested by supervisors

PEOPLE MANAGEMENT:

Seasonal Recreation Leaders alongside Recreation Programmer I.

ENVIRONMENTAL CONDITIONS/PHYSICAL REQUIREMENTS:

Collaboratively working with seasonal Recreation Leaders both indoors and outdoors. Working both on site at programs as well as in an office environment for the planning and evaluation of programs.

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