

CITY OF MINNETONKA
invites applications for the position of:
Park Adventures Leader



Salary: \$15.00 Hourly

Opening Date: 03/01/22

Closing Date: 05/27/22 11:59 PM

Job Description:

Assists in planning, organizing and leading activities for children ages 5-12 in a park setting. Leaders will provide weekly themes, sports, arts and crafts and games. Leaders will also serve as camp counselors for the three weeks Jidana Day Camp. The summer season is June 13 to August 12. The schedule is Monday through Thursday (Park Adventures) and Fridays (Rec on the Go) during the day, 29-32 hours per week. Jidana Day Camp (last 3 weeks of date range above) will consist of about 35 hours per week.

Duties/Responsibilities:

- Must be able to attend staff training prior to program start. Likely June 10th or 11th (subject to change)
- Must be available majority of summer season
- Assists in planning and preparing weekly calendar of activities at assigned parks and Rec on the Go locations (i.e. group games, arts and crafts, sports and more)
- Assumes responsibility for leading specific recreational activities as delegated by Site Lead, Program Coordinators and Program Manager
- Attends and participates in all staff trainings and weekly meetings
- Required to be physically active while on duty and participate in all group activities with the participants
- Enforce all policies, rules and regulations established by the playground coordinators and Hopkins-Minnetonka Recreation Services
- Ensure that safety precautions are taken in all activities
- Be familiar with and carry out emergency and accident procedures
- Set up and clean up activity area including building and grounds
- Supervise participants using positive discipline while maintaining an informal, orderly and safe atmosphere
- Additional duties as assigned by Program Manager

Qualifications:

Minimum Job Qualifications:

- A commitment to and belief in the organization's shared values
- Experience working or volunteering with children. Must be 16 years of age or older
- Organizational skills and ability to follow detailed instructions as asked

Desired Job Qualifications:

- High school degree or equivalent GED completed
- At least 6 month's experience leading children in a variety of activities including physical activity, group games, arts & crafts, etc.
- Creativity in developing and implementing recreational activity ideas for youth
- Ability to work independently and have excellent problem solving skills

Additional Information:

Perks:

- Primarily outdoors and get to enjoy the sunshine and great weather that summer brings
- Variety of activities to lead and participate in
- Both Hopkins and Minnetonka parks are available to work
- Work with a variety of ages
- Can work with your friends
- Make a real positive impact on local youth in the community

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.minnetonkamn.gov>

14600 Minnetonka Blvd
 Minnetonka, MN 55345
 952-939-8281

humanresources@minnetonkamn.gov

Position #2022-00013
 PARK ADVENTURES LEADER
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Park Adventures Leader Supplemental Questionnaire

* 1. Are you 16 years old or older?

☐ Yes ☐ No

* 2. Please briefly describe your experience working with youth.

* 3. Please share with us what you enjoy most about working with kids.

* Required Question