SUMMER RECREATION EMPLOYEE

Position: Summer Recreation Employee
Reports to: City Administrator
Revision Date: March 19, 2024
FLSA Classification: Exempt - Seasonal

POSITION SUMMARY
Under direction of the Park Board, plans, coordinates, organizes and directs the operations and programming of the Summer Recreation, according to goals set by the Park Board, within parameters set by local, state and federal authorities, and in response to community needs. This is a part-time seasonal position. Hours vary from week to week.

ESSENTIAL JOB DUTIES
- Plans, develops, coordinates and implements the scheduling of sessions (divided by age) to teach children games that they will enjoy while promoting healthy active lifestyles.
- Collect permission/waiver form from participants.
- Maintain and report records of attendance to the Park Board.
- Following the completion of the program, reports any necessary program enhancements to the Park Board.
- Create and distribute summer recreation informational flyers and schedules to all students at the Prairie City Elementary prior to school dismissal for summer break.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED
The individual must possess the following knowledge, skills and abilities or be able to explain and demonstrate that the individual can safely perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skill and abilities.
- Knowledge of the principles and practices of public recreation planning and development.
- Knowledge of applicable local, state and federal laws and regulations governing recreation program.
- Ability to work independently and in consultation with public officials and boards.
- Knowledge of safety precautions relating to recreational activities.
- Knowledge of a wide variety of sports and recreational activities and skill in assessing community needs and interest in such activities.
- Knowledge of accessibility and safety standards relating to programs and park equipment.
- Ability to plan, organize the activities of a recreational program.
- Ability to establish and maintain effective and courteous relationships with citizens of all ages, employees, board members and other city officials.
- Ability to safely perform tasks requiring bending, stooping, kneeling, lifting, standing, climbing, throwing, twisting, walking, carrying and other physical exertion.
- Maintains adequate communication with children's families regarding cancellations due to weather, etc.
- Maintains communication with the Parks and Recreation Director, City Administrative staff, and participants' families regarding recreation programs.

ENTRY REQUIREMENTS
Education/Training: No educational requirements for this position.
Work Experience: Previous experience working with children.
Required licenses, registrations and certifications: First Aid & CPR desirable
Required post-offer physical examinations: Upon request of the City Administrator.
Required drug testing: Upon request of the City Administrator.
Residency requirement: None.
Other testing required: DCI background check.

WORK ENVIRONMENT
Work is performed outside and involves seasonal exposure to heat, wind, rain, and humidity conditions. Work can involve exposure to heat, extreme noise, dirt and dust, fumes and odors.

1. Marginal functions of the position that are incidental to the performance of essential job duties have been excluded from the job description.

2. All requirements are subject to possible modification to reasonably accommodate qualified individuals with disabilities. Prospective employees and incumbents are encouraged to discuss possible accommodations with the City.

3. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee in the position. Employees will be required to follow any other job-related instructions and to perform any other job related duties requested by their supervisor.

4. The City reserves the right to change or reassign job duties or combine positions at any time.

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Date