



CITY OF SAINT PETER

Position Opening

PART-TIME RECREATION LEADER

PART-TIME RECREATION LEADER - in the Recreation and Leisure Services Department. The Recreation Leader assists, conducts, leads, and evaluations programs, projects and special events and facilities. **MINIMUM QUALIFICATIONS:** 16 or older with a valid Minnesota non-provisional driver's license. Afternoon, evening and weekend hours, including holidays. \$10.25 per hour. Applicants must complete a City of Saint Peter application available online (www.saintpetermn.gov/365/employment or from the City Administrator's office at 227 South Front Street. Deadline for receipt of completed applications by the City Administrator's office is 5:00 pm on September 24, 2021. Faxed/late applications not accepted. AA/EEO

CITY OF SAINT PETER, MINNESOTA

POSITION DESCRIPTION

Pay Equity Points = 98

POSITION TITLE: RECREATION LEADER (Part-Time)

DEPARTMENT: RECREATION AND LEISURE SERVICES

SUPERVISOR: RECREATION PROGRAM SUPERVISOR expiring on

OVERVIEW OF POSITION:

Under the general direction of the Program Supervisor, assists, conducts, leads, and evaluates programs, projects, special events, and facilities.

ESSENTIAL JOB FUNCTIONS:

- Assist with enrichment, leisure and athletic programs.
- Assist with projects in areas of recreation, gyms, and parks.
- Help with necessary work to conduct special events and programs.
- Supervise program participants, lead activities, and ensure for safe environment.
- Open facility for operations and close them at end of shift.
- May perform emergency custodial maintenance work. Setup tables, sports equipment, and chairs for classes and programs.
- Communicate effectively in oral and written form.
- Adhere to all safety practices and procedures and attend all training as required.

REQUIRED INTERPERSONAL SKILLS:

Ability to communicate effectively both orally and in writing and; provide leadership; accept responsibility; secure the confidence of program participants; maintain confidentiality as needed; demonstrate tact; interact positively and appropriately with the public, other staff; and with diverse groups and individuals; demonstrate conflict resolution techniques, demonstrate, by example, the highest standards of conduct, performance, integrity and public service, work independently with minimal supervision.

ESSENTIAL PHYSICAL REQUIREMENTS:

The Recreation Leader is required to be capable of performing the following physical functions or a combination thereof for any given workday.

- Speak, read, write and understand English.
- Hearing normal or corrected to normal.
- Eyesight 20/40 or corrected to 20/40.
- In an 8 hour day, sit for up to 8 hours and/or stand for up to 8 hours.
- Frequently bend, stoop, squat, crouch, kneel, and balance.
- Occasionally reach above shoulder level.
- Use hands for simple grasping and fine manipulating.
- Ability to perform repetitive motions of the hands and wrists for up to 8 hours.
- Ability to operate a computer keyboard for up to 8 hours in a workday.
- Ability to lift and carry up to thirty (30) pounds.

CITY OF SAINT PETER, MINNESOTA

POSITION DESCRIPTION

- Ability to work in various weather conditions.

MINIMUM QUALIFICATIONS:

- Must be at least 16 years old.
- Valid Minnesota non-provisional Driver's License.

DESIRED QUALIFICATIONS:

- Experience working with the public.
- High School Diploma or equivalent
- Experience working in a recreational setting.
- Current CPR and First Aid Certification.

Adopted: 10-14-2019