



POSITION OPENING

## **PART-TIME RECREATION LEADER**

**PART-TIME RECREATION LEADER** in the Recreation and Leisure Services Department. This position will assist, lead, and supervise recreational programs and activities including special events, projects, and facilities. Must be 16 or older. Afternoon, evening and weekend hours, including holidays. \$10.25 per hour. Applicants must complete a City of Saint Peter available online at [www.saintpetermn.gov/365/employment](http://www.saintpetermn.gov/365/employment), from the City Administrator's Office at 227 South Front Street, Saint Peter, Minnesota 56082-2538 or by calling (507) 934-0663. Completed applications must be received by the City Administrator's Office no later than 5:00 p.m. on November 5, 2021. Faxed and/or late applications will not be accepted. AA/EOE

# 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**