



CITY OF INVER GROVE HEIGHTS
invites applications for the position of:

Summer Program Assistant

SALARY:
\$13.65 - \$15.05 Hourly

OPENING DATE: 03/30/21

CLOSING DATE: 04/13/21 11:59 PM

POSITION DESCRIPTION:

The position will assist with a variety of tasks within the Parks and Recreation Department, especially at the Community Center. This position requires a flexible schedule. Hours for this position will depend upon the program area the position is assisting with. The Summer Program Assistant will be primarily day and evening hours and occasional weekend hours. Average hours per week are 32-40 hours per week from May to August.

ESSENTIAL JOB FUNCTIONS:

1. Assist in promoting programs and events through appropriate social media channels and/or attending events to hand out literature.
2. Review marketing, registration, and scheduling materials for accuracy.
3. Assist in data entry for registrations, run rosters and verify information.
4. Assist in the development of program curriculum. Examples of programs include Camps, Food Truck Events, Kids ROCK and new programs.
5. Help to cover shifts as needed in recreation, aquatics, guest services and fitness as needed.
6. Assist as needed for programs and events as assigned, assist in overseeing seasonal staff.
7. Keep supervisory staff informed of any concerns or issues related to staff, participants, or community individuals.
8. Assist in program tasks including, but not limited to supply inventory, customer service, report completion, evaluation and data input as needed.
9. Assist with light maintenance, which may include room set-up/take-down and general equipment cleaning and organizing.
10. Assist in conducting market research for new programs for all ages.
11. Perform other duties as assigned.

Supervision of Others:

Program Assistant may be responsible for work direction of other seasonal staff, volunteers and participants.

QUALIFICATIONS:

Minimum Qualifications:

1. Two years of college coursework in recreation, fitness, aquatics, event planning, marketing or closely related field or two years' work experience in recreation, event planning, marketing, or closely related setting.
2. Ability to work independently and in a team setting.
3. Must have valid Driver's License.
4. Must be at least 18 years old.
5. Ability to obtain certification in CPR and First Aid and concussion training.

Desirable Qualifications:

1. Previous experience with a parks and recreation agency or related field/setting.
2. Certification in CPR and First Aid and concussion training.
3. Coursework towards or degree in Parks and Recreation or Marketing or related field.
4. Current or past lifeguard certification and/or ability to obtain.

SUPPLEMENTAL INFORMATION:

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing duties of the job, the employee is regularly required to stand, talk and hear.
2. Frequently lift and/or move up to 40 pounds.
3. Employee is occasionally required to climb, balance, run, walk, sit, stoop, kneel, crouch or crawl.
4. Specific vision abilities include close vision, distant vision, color vision and peripheral vision.

Working Conditions:

Working conditions may include daytime, evening, weekend, and holiday hours both indoors and outdoors. Outdoor weather conditions may include sun, rain, wind, humidity, high and low temperatures, snow, and other natural weather conditions.

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

Job #SPA.CS.03.30.21
SUMMER PROGRAM ASSISTANT
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8150 Barbara Avenue
Inver Grove Heights, MN 55077
651.450.2512

jshfchik@ighmn.gov
