



POSITION OPENING

RECREATION PROGRAM ASSISTANT (PART-TIME)

Department: Recreation-SENIOR ACTIVITIES

Job Description

Role and Responsibilities

The Recreation Assistant, Senior Activities, is responsible for programming for active older adults, which will include health and wellness, special events and working on other Parks & Recreation Department projects. The position will be responsible for planning, coordinating and supervising all aspects of operations and programming at the adult resource and recreation center, Club Prior, located in the Library Resource Center. Primary duties include the planning of active older adult activities and programs, including coordination of activities and programs with other area senior program providers, special events, marketing the available resources and activities to the Prior Lake 55+ community, and coordinating the utilization, reservation and maintenance of the adult resource and recreation center under the general supervision of the Recreation Coordinator. The position requires strong organizational skills and the ability to exercise good independent judgment and initiative. Typical daily duties include:

- Identify the needs and interests of active older adults and develop, coordinate, and implement recreation, education and social programs to meet those needs and interests.
- Oversees and coordinates all long-term planning for Club Prior operations.
- Conduct research and surveys to identify the needs and interests of adults 55+. Stay ahead of trends related to this demographic's recreation activities and bring fresh ideas for implementation.
- Coordinate program registration. Work within City recreation software program to register participants.
- Supervise facility during programs and general hours of operation. Maintains accurate records of program registration, budget, supply inventory, and facility maintenance.
- Coordinate, recruit, train and supervise volunteers.
- Monitor program expenses and assists with implementation and management of budget. Recommends and administers pricing and policies for all Club Prior programs and services. Researches and develops new funding resources for programs and activities.
- Coordinates all marketing and promotions. Develop a comprehensive marketing program, including presentations to community organizations, circulating program flyers, and coordinating use of City's web site and communications materials. Identify opportunities (e.g., new 55+ housing developments) to engage more of the active older adults with City resources.
- Provides information to and answers questions from Club Prior guests and the public via telephone, email, mail or in-person.
- Attends community and regional meetings as assigned. Maintain relationships that are key to the function of Club Prior.
- Performs other duties as assigned.

Skills and Abilities

- Ability to communicate well with the public and city employees.
- Ability to complete tasks assigned in a timely manner.
- Ability to define problems and draw valid conclusions.
- Sense of loyalty and responsibility toward the City.
- Possesses time management and planning skills.
- Understands the desired product of job assignments to ascertain the most efficient and effective way to achieve the desired work product.

Qualifications and Education Requirements

- Formal Education: Bachelor's Degree in Parks and Recreation or a related field, or equivalent work experience.
- Work Experience: One to three years of experience administering/implementing and working with recreation programs for all ages.

- Environmental Conditions: General office conditions, including comfort with being only staff member in building.
- Physical Demands: Occasionally lifts and or moves up to 30 pounds. Frequent standing, walking and crouching. Projects and electronic information at times will require extended use of keyboard. Some noise during groups and events.
- Mental Demands: Occasional anxiety related to time frame deadlines. Work interruptions are frequent. May involve dealing with and calming individuals who are emotionally charged over an issue. May encounter individuals with age-related mental health issues.

Additional Information

- Work week is 24 hours.
- Work is performed under the general supervision of the Recreation Coordinator.
- Non-exempt. \$21.86-\$26.09 per hour dependent on qualifications.
- Position open until filled.

How to Apply

1. Obtain an application from our website: <http://www.cityofpriorlake.com/jobs.php> or by contacting Ann Schroeder at 952.447.9803
2. Email completed application and any additional information to aschroeder@cityofpriorlake.com or mail to:
City of Prior Lake
Attn: Human Resources
4646 Dakota Street SE
Prior Lake, MN 55372

Non-Discrimination Policy

The City of Prior Lake will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, disability, age, marital status, sexual orientation, or status with regard to public assistance.