



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

Kids Rock Lead

SALARY:
\$12.65 - \$15.38 Hourly

OPENING DATE: 04/06/21

CLOSING DATE: Open until Filled

POSITION DESCRIPTION:

To provide quality instruction and supervision of all children enrolled in the Kids R.O.C.K. program.

ESSENTIAL JOB FUNCTIONS:

Essential Responsibilities and Expected Outcomes

- Responsible for maintaining rules, regulations and policies of the Parks and Recreation Department.
- Create and carry out weekly lesson plans that include structured/organized activities.
- Communicate problems and/or incidents to Kids R.O.C.K. coordinator in a timely fashion.
- Responsible for safely releasing participants at pick-up by verifying photo id of individual picking up child(ren).
- Promotes and provides a positive environment for fellow staff and participants.
- Responsible for establishing and maintaining positive and respectful relationship and rapport with co-workers, maintenance staff and members of the public including but not limited to participants and parents.
- Identify and respond to camper behavior issues.
- Follows and enforces all rules and regulations set forth in the temporary/seasonal employee handbook as well as the Kids R.O.C.K. staff manual.
- Know, enforce and follow all safety guidelines associated with the program. This includes but is not limited to being responsible for participant's safety and their whereabouts at all times.
- Know and understand ALL emergency procedures associated with the program and locations.
- Manage room budget.
- Accountable to act responsibly in any emergency situation.
- Adheres to department dress code.
- Assumes additional accountabilities as assigned.

Expectations of all City Employees:

- Developing and maintaining a thorough working knowledge of all department and City-wide policies, protocols and procedures that apply to the performance of this position.
- Demonstrating by personal example the service excellence and integrity expected from all employees.
- Developing respectful and cooperative working relationships with co-workers, including willing assistance to fellow employees so that their job responsibilities can be performed with confidence as quickly as possible.
- Conferring regularly with and keeping one's immediate supervisor informed on all important matters pertaining to assigned job responsibilities.

- Representing the City in a professional manner to all outside contacts when doing the City's business and with the general public.

QUALIFICATIONS:

Selection Criteria to Qualify for this Position:

- Clean background check.
- Ability to understand and follow written or oral instructions.
- Must be at least 18 years of age.
- Certification in First Aid and CPR/AED or ability to obtain within employer's specified timeframe.

Desired Qualifications:

- Previous paid or unpaid experience in a childcare, preschool, or youth camp/ program setting- specifically relevant to the position advertised.
- Previous work involving contact with the public, customer service or work with recreation-related field. Skill and maturity to handle situations including but not limited to disciplinary actions, participant confrontations, participant complaints and emergency situations.

SUPPLEMENTAL INFORMATION:

Working Environment:

- Demands of the position require employee to work weekdays (between 6am-6pm) and possible evenings/weekends as the demands of the position require.
- Position is primarily active and hands-on in nature, with work direction requiring on-site availability. This will require travel to and from the work site. There will be exposure to weather extremes as work is performed in a variety of physical environments including outdoor and indoor facilities in the elements of a year-round season.

Physical Requirements for this Position:

- Must be able to sit, stand, speak, hear, and effectively communicate. Ability to lift and move up to 40 pounds.

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

Job #KRL.CS.04.02.21
KIDS ROCK LEAD
CH

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