



City of Shoreview

JOB OPPORTUNITY

4600 North Victoria Street, Shoreview, MN 55126

www.shoreviewmn.gov

RECREATION PROGRAM COORDINATOR (part-time; 20 hrs)

The City of Shoreview Parks and Recreation Department is now hiring a part-time Recreation Program Coordinator to focus on our youth recreation programs and special events. The Recreation Programs Group creates exciting recreational activities for people of all ages who live in Shoreview and the surrounding community by focusing on safety, programming and service.

Duties include:

- Develop, plan and implement programs for preschool and youth populations; survey interests and needs of youth to select activities, cultural arts, physical recreation, field trips, special events, and other special interests for youth.
- Organize and manage Adventure Quest Playground program, tumbling, special events and other youth activities.
- Expand and evaluate program offerings for preschool and youth.
- Prepare promotional materials for publication including writing and editing brochures, flyers, press releases and other related communications.
- Provide consistent, high quality customer service to participants.
- Prepare program budget, and track revenue and expenditures.
- Schedule facilities and purchase supplies as needed for programs.
- Respond to inquiries about the programs on the phone and in person; troubleshoot problems and resolve complaints.
- Serve in a varied assignment capacity for the Department such as assisting other recreation staff with larger programs and periodic work at the front counter.
- Other duties and special projects as appropriate or assigned.

Minimum Qualifications:

- Bachelor's degree in parks & recreation, leisure studies, early childhood, elementary education or closely related field
- One year experience in general recreation programming
- Valid driver's license and satisfactory motor vehicle report

Desired Qualifications:

- Additional recreation programming experience
- Experience working with youth programs

Hours: 20 hours/week, Monday-Friday, 9 am - 1 pm; occasional nights and weekends

Hiring Wage Range: \$27.42 - \$28.80/hour plus partial benefits. (2021 full wage range: \$27.42-\$33.34/hour) Proposed 2022 hiring range: \$28.24 -\$29.66/hour

To Apply: Go to shoreviewmn.gov/jobs

Deadline: Open until filled. First consideration given to applications received by November 11, 2021.

The City of Shoreview is an Equal Opportunity Employer. We are committed to building a culturally diverse workforce and encourage all qualified candidates to apply.