

CITY OF MINNETONKA
invites applications for the position of:
Coordinator-Kid's Corner Day Camp



Salary: \$17.50 - \$19.90 Hourly

Opening Date: 02/27/23

Closing Date: 05/26/23 11:59 PM

Job Description:

The Kids Corner Program Coordinator supervises 5-6 full time and/or part time seasonal staff and provides leadership/programming for all aspects of the Kid's Corner program. This includes activity schedules and day to day operations for a group of 25 children in grades 1-5 at the Williston Fitness Center. The summer season is June 11 to August 16. The typical schedule is Monday to Friday, during the day, 40 hours per week. We will be hiring 2 individuals for this position.

Duties/Responsibilities:

Essential Job Functions:

- Prepare detailed daily activity which includes games, arts and crafts and field trips.
- Work alongside another Coordinator to oversee five-six program leaders.
- Lead, supervise and participate in program activities
- Ensure that safety precautions are taken in all activities
- Oversee daily operations including correspondence with parents, participant registration and supply inventory
- Complete all required paperwork and forms as necessary
- Plan, lead and schedule staff meetings as needed
- Maintain proper care and use of equipment and facilities
- Good common sense, safety conscious, reliable, assertive, self-starter
- Maintain proper communication with Program Manager

Qualifications:

Minimum Qualifications:

- A commitment to and belief in the organization's shared values
- College age or older (18+) with coursework in education, recreation or related field
- Six months experience in a supervisory or leadership role
- One year experience planning activities, leading and interacting with school aged children
- Ability to start/complete assignments with low supervision
- Ability to work independently and have excellent problem solving skills
- Organizational skills and ability to follow detailed instructions asked.
- Excellent customer service skills

Desired Qualifications:

- Degree in education, recreation or related field

- One year experience in a supervisory/leadership role
- At least 6 months experience with lesson plan development
- A creative mind and assertive personality to plan, lead and implement recreational activities.
- CPR and first aid certification

Additional Information:

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

Position #2023-00015
KID'S CORNER COORDINATOR
KK

14600 Minnetonka Blvd
Minnetonka, MN 55345
952-939-8281

humanresources@minnetonkamn.gov

Kid's Corner Coordinator Supplemental Questionnaire

- * 1. Are you 18 years old or older?
 Yes No
- * 2. Do you have at least six months experience in a supervisory/leadership role? Please describe and be specific.
- * 3. Do you possess at least one year of experience planning, leading and interacting with school aged children? Please describe and be specific.
- * 4. Describe your experience with lesson plan development. Please describe and be specific.
- * Required Question