



JOB DESCRIPTION

Recreational Youth Worker (PT) City of Fridley, Minnesota

Date:	August 29, 2018		
Position Title:	Recreational Youth Worker		
Department/Division:	Recreation		
Grade:		Hourly Wage Range:	\$9.65-\$13.53 per hour
FLSA Status:	Non-exempt (Hourly)		
Position Reports And Is Accountable To:	Program Supervisor		

ORGANIZATIONAL MISSION:

In 2014, the Fridley City Council adopted the following organizational mission: “We believe Fridley to be a safe, vibrant, friendly and stable home for families and businesses.” In addition, City staff committed to the vision by focusing on the core values of being responsive, driven and friendly.

POSITION OBJECTIVE:

To support and implement the goals, objectives, and planned activities for the Recreation department.

ESSENTIAL JOB FUNCTIONS:

1. Plan and organize a recreation program for youth to include games, sports, crafts and special events.
2. Supervise and provide for the safety of all participants involved in the program.
3. Works independently without the need for constant supervision.
4. Promote activities and assist in conducting special events and community-wide programs for preschool through teen participants.
5. Communicate orally and in writing (if necessary) to participants and parents regarding details for upcoming special events and weekly activities.
6. Resolve conflicts in a positive manner.
7. Attend staff meetings as scheduled.
8. Follow program guidelines and procedures.
9. Implement disciplinary action to participants who do not follow established rules.
10. Conduct assigned programs in an efficient manner while providing for a high quality of service.

11. Plan, obtain, maintain and return all equipment necessary to implement activities for the program.
12. Assess the interests of youth participants and provide activities to meet those interests.
13. Receive and document money for programs and activities following the guidelines set forth by the Recreation Department.

OTHER JOB FUNCTIONS:

1. Seek new ways to improve the quality of the youth program and look for creative alternatives for routine activities.
2. Perform other related duties as assigned.

MINIMUM QUALIFICATIONS:

1. High school graduate or GED equivalent.
2. Possess a valid driver's license, with good driving history and no restrictions.
3. Skilled in English both orally and in written communication.
4. Final candidates must satisfactorily complete a criminal background and reference check process.

DESIRED QUALIFICATIONS:

1. One year experience in a paid or volunteer youth leadership position.
2. Previous experience working with children.
3. Ability to maintain a positive image to the public.
4. Ability to make decisions using judgment and discretion in accordance with established policies and procedures.
5. Ability to establish and maintain effective working relationships with supervisor, staff and participants in the program.
6. Experience working with cross cultural, socio-economic communities.
7. Experience working with computers.

WORK ENVIRONMENT:

The attached work environment characteristics are representative of those an employee encounters while performing the essential functions of Recreational Youth Leader. Reasonable accommodations may be made to enable a person with disabilities to perform the essential job functions.

WORK SCHEDULE:

Typical schedule is flexible, with hours primarily in the afternoons and/or evenings. After school program hours are Monday through Friday, 3pm-6pm. Preschool activities take place on weekends. Building Monitors/Scorekeepers work on weekday and Sunday evenings. There may be additional opportunities for part-time day hours during non-school days.

COMPENSATION AND BENEFITS:

Starting hourly rate from \$9.65-\$13.53 per hour depending on qualifications, experience and schedule. Benefits include: workers' compensation insurance, employer's share of payments to Social Security, Medicare, and Public Employees Retirement Association (PERA), if eligible.

APPLICATION PROCEDURE:

Visit our website at: www.fridleymn.gov or contact City of Fridley, 6431 University Avenue N.E., Fridley, MN 55432 or call (763) 572-3504. Download, complete and submit City of Fridley Employment Application. Application materials are accepted until position(s) are filled. The City of Fridley performs criminal background checks on final candidates.

August 2018

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

Fridley Job Activity Requirements

Mental/Motor, Environmental, Physical Demands, and Hazardous Environment

Job Title: Recreational Youth Worker
Department/Division: Recreation Division
Brief Description of the Job Performed: To implement the goals, objectives and planned activities for the program assigned.

Motor/Mental Ability	VI	O	F	C	Environmental	VI	O	F	C	Physical Demands	VI	O	F	C
Mathematics		X			Works with Others				X	Sitting			X	
Reading				X	Works Alone	X				Standing				X
Writing				X	Customer Contact				X	Walking			X	
Reasoning				X	Shift Work					Running			X	
Problem Solving				X	Extended Day					Lifting			X	
Attentiveness				X	Extreme Hot	X				Pushing/Pulling				X
Work Supervision		X			Extreme Cold	X				Carrying			X	
Guidance Available			X		Extreme Noise	X				Bending at Waist		X		
Autonomy				X	Confined Area	X				Climbing	X			
Social Interaction				X	High Places	X				Repetitive hand motion			X	
Supervising Other Employees					Work Indoors				X	Twisting upper Body			X	
					Work Outdoors				X	Reaching			X	
					Mechanical Hazards	X				Kneeling			X	
					Electrical Hazards	X				Driving		X		
					Explosive Material	X				Crouching		X		
					Chemicals (OSHA Def).	X				Crawling	X			
					Fumes					Use arm muscles over extended periods		X		
					Gases					Use leg muscles over extended periods	X			
					Other					Over shoulder height work	X			
										Stationary desk or bench work with neck bent forward			X	
										Use hand to finger dexterity to handle, feel, operate and/or manipulate objects, tools, controls, and equipment			X	

Demand Codes:

Blank = Not Applicable or Not Present
 VI = Very Infrequent, 1 to 2 times a week
 O = Occasional, up to 1/3 of time
 F = Frequent, 1/3 to 2/3 of time
 C = Constant, more than 2/3 of time

The number of times the following weights are *lifted*.

Weights Lifted in pounds	Times per day	Objects Lifted	From what heights to what height in ft.
0 - 10	100	Office equipment, office supplies	0 to 5
11 - 24	25	Office equipment, office supplies	0 to 5
25 - 34	2	Program equipment	0 to 5
35 - 50			
51 - 74	2	Program equipment	0 to 5
75 - 100	2	Program equipment	0 to 5
100 - 150	2	Children	0 to 5

The number of times the following weights are *carried*.

Weights Carried in pounds	Times per day	Objects Carried	Distanced Carried in ft.
0 - 10	100	Office equipment, office supplies	0 to 5
11 - 24	25	Office equipment, office supplies	0 to 5
25 - 34	2	Program equipment	5 to 250
35 - 50			
51 - 74	2	Program equipment	5 to 25
75 - 100	2	Program equipment, children	5 to 25
100 - 150	2	Children	5 to 25