



CITY OF URBAN DALE
invites applications for the position of:

Youth in Parks Supervisor

SALARY: \$10.40 - \$12.05 Hourly

OPENING DATE: 01/10/19

CLOSING DATE: 03/15/19 11:59 PM

SUMMARY DESCRIPTION:

The City of Urbandale "Youth in the Parks" program is part of a metro-wide effort to offer a positive, fun program for kids entering grades 6-8 during the summer. Participants are involved in structured work projects within the city park system and other community service projects planned by the supervisor. The program is designed to include a half-day of community service and a half-day of recreation activities and field trips for the participants. ***Program runs from 8 am - 4 pm Monday-Friday from June-August.***

ROUTINE JOB DUTIES/RESPONSIBILITIES:

- Assist in coordinating, planning and direction of 8 weeks of activities for the participants.
- Work closely with the Urbandale Parks dept and community agencies in setting up community service projects.
- Participate in the week training session held the week before the program begins.
- Work with and show direction to program assistants.
- Set up field trips and recreational activities for participants to be involved in each afternoon.
- Coordinate activities with the other metro-communities involved in the "Youth in the Parks" program.
- Maintains necessary supplies, including purchasing and inventory.
- Works within a set budget to purchase equipment and supplies.
- Checks to see that equipment, buildings and sites are cleaned up and in proper order.
- Maintain attendance of program participants and current participants' emergency information
- Supervises activity sites.
- Acts as a liaison between recreation staff and the Parks and Recreation Department.
- Submits reports on attendance, accidents, vandalism, and hours worked on regular time scheduled.
- Attends training sessions and other meetings as required.
- Performs related work as required.

TYPICAL QUALIFICATIONS:

Requires a high school diploma and some post-secondary education. Experience in the recreation field or related field and experience working with children is preferred. Must be at least 21 years of age and have a current, valid driver's license and ability to drive a 15-passenger van.

The City reserves the right to staff a limited number of positions within the 'Making a Connection' (MAC Camp) program, as needed.

SUPPLEMENTAL INFORMATION:

Post offer drug screen required. Note: Persons with disabilities must submit requests for ADA accommodations to the Human Resources Department, in writing, prior to the application deadline.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.urbandale.org>
kkanne@urbandale.org

Position #19-YIP Sup-01
YOUTH IN PARKS SUPERVISOR

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