

**CITY OF NEWPORT, MINNESOTA  
JOB DESCRIPTION**



**POSITION:** Summer Recreation Director (Part-Time Seasonal)  
**DEPARTMENT:** Administration  
**REVISED:** *January 2017*  
**FLSA:** Non-Exempt

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**PRIMARY OBJECTIVE OF THE POSITION:**

Responsible for all summer recreational activities as assigned by City Administrator and City Council. The objective is to provide the youth of Newport with a broad-based summer recreational program. Work is performed under the moderate supervision of the Assistant to the City Administrator.

**ESSENTIAL FUNCTIONS/PRIMARY DUTIES:**

- Schedules all recreational activities for summer program.
- Assists in registration for all summer programs.
- Instructs all summer activities with the aid of Summer Rec Assistant.
- Leads trips and tours.
- Supervises daily activities of the Summer Rec Assistant.
- Responsible for alternate locations due to weather conditions.
- Required to work all scheduled hours.
- Responsible for program First-Aid.
- Conducts daily inspection of all recreational equipment.
- Ensures all equipment needed for daily activities is available prior to the start of the activity.
- Investigates all complaints regarding the summer program and reports all information to Assistant to the City Administrator.
- Prepares all reports required for program participation records.
- Provides the Assistant to the City Administrator with a weekly oral report of program activities.
- Coordinates equipment and location problems with the Superintendent of Public Works.
- Performs other duties as directed by the Assistant to the City Administrator.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

General knowledge of First-Aid and CPR; knowledge of child care; ability to supervise children; ability to maintain pleasant composure when handling public complaints; ability and willingness to work without direct supervision and under times of pressure; skill in managing and organizing; ability and willingness to handle City equipment with care; ability to establish and maintain effective working relationships with associates, parents/guardians, and the general public.

**EDUCATION AND EXPERIENCE**

Less than high school diploma or GED and minimal experience working with children. Must be at least 18 years of age.

**PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required use hands to finger, handle, or feel objects, tools, or controls, and talk or hear. The employee frequently is required to stand; walk;

and sit. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.