

City of Isanti
POSITION DESCRIPTION

Summer Events and Park (PT) Position

DEPARTMENT: Administration
FLSA CLASSIFICATION: Non-Exempt
REPORTS TO: Park and Events Coordinator
SUPERVISES: None

DEFINITION:

This position will assist with parks, recreation and events within the City, including, but not limited to, City event preparation /staffing, recreational programming and park administrative tasks.

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill and abilities required. The Essential functions listed below are intended as illustrations of the various types of work that may be performed. The omission of specific duties does not exclude them if the work is similar, related or a logical assignment to the position.

ESSENTIAL FUNCTIONS OF THE JOB:

- Assist with aspects of summer parks, recreation, and event operations
- Event preparation and implementation
- Event staffing – some evening and 4 Saturdays required over the summer
- Coordinates facility use by opening and securing buildings and set up/take down of equipment
- Administrative duties including records management, filing, emailing, phone, etc
- Assist with vendor communications
- Assist with marketing including event promotions
- Assist with content creation for website and Facebook
- Community engagement including program evaluations
- Assist with programming software information
- Evaluate park equipment for hazards
- Assist with grant applications and mailings for public notices
- Assist the Parks & Recreation Department with various activities, as needed

EQUIPMENT USED:

This position uses a variety of equipment typical to a traditional office setting. Such equipment may include, but is not limited to, personal computers, printers, telephones, and copy machines.

REQUIRED KNOWLEDGE AND ABILITIES:

- Excellent communication skills, both written and verbal.
- Ability to communicate effectively in English, both in oral and written formats.
- Ability to interact with the public in a positive manner.
- Ability to work independently and with people of all ages and abilities.
- Ability of effective problem solving and analytical skills.
- Ability to concentrate and use reasoning and good judgment.
- Ability to operate a PC, software including but not limited to Word, Outlook, Excel, etc, and meet reasonable typing speed standards.
- Knowledge and/or experience in publication/design software program Adobe In Design preferred.
- Knowledge of internet / website / social media usage and operation.
- Ability to work with non-public data in a confidential manner.

MINIMUM QUALIFICATIONS:

- High school degree or equivalent
- Experience working with children/youth.
- A student in an undergraduate degree program in Recreation Management, , Marketing, or similar field of study **OR** strong desire to work in municipal park and recreation
- Experience with Microsoft Office and Canva

CONDITIONS OF EMPLOYMENT:

- Must possess a valid Minnesota Driver’s License or the ability to obtain within thirty (30) days of employment.
- Must represent the City in a respectful, professional manner with positive interactions with the public.
- Must satisfactorily pass a criminal background examination.
- Must comply with organizational and departmental policies.

WORK SCHEDULE:

The typical work schedule for this position is temporary flexible Monday-Friday, and occasional weekends. Hours are subject to current need and availability.

WORK ENVIRONMENT/PHYSICAL DEMANDS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

This position requires the employee to work alone, with others, around others and have contact with the public. This position will work inside in an office and outdoors in gardens or community events in the summer. Walking on all types of surfaces, sometimes over slippery and/or uneven and rough terrain. Various weather conditions including rain, humidly, hot, or cold days may be encounter.

Activities that will **occur continuously**, 5-8 hours: sitting, verbal communication, hearing, repetitive motions

Activities that will **occur frequently**, 2-5 hours: problem solving, kneeling in gardens, written communication, interpersonal skills, standing

Activities that **occur occasionally**, up to 2 hours: walking, lifting, carrying, reaching, hand/eye/foot coordination

Activities that **occur infrequently**, less than 1 hour: bending, stooping, kneeling, reaching at, above, and below shoulder level with the right, left, and both shoulders, and lifting and carrying up to 24 pounds.

This position will require the ability to drive an automobile.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The City of Isanti is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, reasonable accommodations are offered to qualified individuals with disabilities. Prospective and current employees are encouraged to discuss potential accommodations with the employer.

ACKNOWLEDGEMENT:

I have read this job description and fully understand the requirements set forth herein. I understand that this is to be used as a guide and that I will be responsible for performing other duties as assigned. I further understand this job description does not constitute an employment contract with the City of Isanti.

Employee Signature

Printed Name

Date