



Job Title: Lead Childcare Worker		
Department: Recreation		
Supervisor: Recreation Plus Program Director, Recreation Leader/Recreation Supervisor or Community Service Area (CSA) Team Leader		
FLSA Status: Non-Exempt	Union Status: Non-represented	Grade: 5

AMENDED Lead Childcare Worker (Exam #20863 - Open November 2 through November 21, 2011)

	Step 1	Step 2	Step 3	Step 4	Step 5
Hourly Wage	\$13.34	\$14.18	\$15.45	\$16.11	\$16.76

PLEASE NOTE: This is a regular, full-time civil service position with benefits and is scheduled to work year round. As a citywide position, Lead Childcare Workers may be assigned to any of the Minneapolis Park and Recreation Board's Recreation Plus sites.

Position Information:

Provide safe, dependable childcare for school age children (ages 5-12 years) on a year-round basis at larger Minneapolis Park and Recreation Board (MPRB) Recreation Plus childcare sites and/or at multiple sites citywide, and ensure the environment and recreation-based curriculum provide learning experiences to meet each participant's needs.

Job Duties (Including but not limited to the following):

- Ensure every registered child is safely supervised and accounted for each day.
- Plan, organize and develop recreation activities, special events and other program curriculum (indoors/outdoors with some educational components) to provide sufficient recreation choices for children between the ages of five and twelve during and after school hours.
- Effectively supervise and oversee daily activities.
- Appropriately and effectively take action on disciplinary issues and/or injuries involving children in a timely manner.
- Accurately maintain records on children; ensure their private information is protected and secure such information according to Recreation Plus guidelines.
- Promote Recreation Plus program and recruit new families by making professional presentations at school open-houses, kindergarten round-ups and community events.
- Attend and actively contribute to staff meetings, in-service training, and parent meetings.
- Work cooperatively with Recreation Plus staff and management in developing programs, activities, events and services that are in compliance with MPRB policies.
- Accurately prepare and submit budget estimates and cost reports in a timely manner for required programs.
- Respond to administrative requests within forty-eight (48) hours or as required.
- Prepare individualized behavioral and program plans to appropriately support each participant's development using annual enrollment information and training.
- Ensure the environment and recreation-based curriculum provides learning experiences to meet each participant's needs.
- Work with families to complete an annual comprehensive survey (online, on paper, or face-to-face) regarding program ideas.
- Work cooperatively with Recreation Plus staff and management in developing and implementing policies to ensure the childcare environment is safe and free of health hazards.
- Effectively complete special assignments on a city-wide basis for the Recreation Plus program such as billing, data entry, and more.
- Serve in a lead role for Community Service Area children's field trips as required.
- Perform other duties and special projects as assigned.

Working Conditions:

Indoor setting in addition to frequent outdoor work with exposure to hot and cold temperatures and varying weather conditions.

Minimum Requirements:

- Education – Associates Degree from an accredited college or university with a major in Child Development or closely related field. Bachelor's degree in Child Development or closely related field preferred.
- Experience – At least one (1) year professional work experience with school age children (ages 5-12 years old).
- Fluency in a second language is desired.

Licenses/Certificates:

- Must possess at time of hire and continue to maintain a valid Driver's License
- CPR and First Aid certifications required within three (3) months of hire

Background Check:

A criminal background check is necessary for positions with this job title. Upon receiving a conditional offer of employment, the applicant will be asked to sign an informed consent allowing the Minneapolis Park and Recreation Board to obtain his/her criminal history information in connection with the position sought. An applicant who does not sign the informed consent will not be considered further for the position.

Other Qualifications (Including but not limited to the following):

- Knowledge of current principles and best practices in line with the Minnesota Department of Human Services' Guidelines for Childcare Workers.
- Knowledge of developmental needs of school age children between the ages of 5-12 years old.
- Knowledge of current principles and best practices in behavior management skills for school age children between the ages of 5-12 years old.
- Knowledge of current principles and best practices in working with special needs of school age children between the ages of 5-12 years old.
- Knowledge of current principles and best practices in recreation program planning for school age children between the ages of 5-12 years old.
- Skills and ability to learn and/or utilize basic computer skills to produce simple Word documents, send/receive email, register participants and enter payroll.
- Skills and ability to motivate and mentor children between the ages of 5-12 years old showing flexibility, creativity and excellent communication skills.
- Skills and ability to communicate professionally and effectively with staff, families and participants both verbally and in writing.
- Skills and ability to establish and maintain successful relationships with staff, families and participants.
- Skills and ability to work in a team environment and demonstrate flexibility and patience in adapting to changing conditions and situations.
- Skills and ability to maintain composure and professionalism in sometimes chaotic or stressful situations.
- Skills and ability to maintain confidentiality in work-related matters.
- Skills and ability to complete 2% equivalent of work hours in required training hours annually with the Minnesota School Age Child Care Alliance Conference and trainings being the priority.
- Skills and ability to complete annual training or review of requirements for being a mandated reporter; familiarity with procedures for reporting abuse or neglect.

Selection Process:

The examination/selection process for this position may consist of a rating of training and experience based on application materials and oral exams (100%). It is therefore to your advantage to be complete and thorough on your application form and other support documentation. Minimum passing score is 70.00. Human Resources reserves the right to limit the number of people invited to successive testing events.

Applications Accepted:

To be complete, the application for Lead Childcare Worker requires the following:

- 1) Completed application – may be completed online at www.ci.minneapolis.mn.us/jobs. Current employees may apply through HRIS Self-Service. Paper applications available by calling 612-230-6592.

Please note the Lead Childcare Worker full job description is available at www.minneapolisparcs.org under Jobs at MPRB.

Cover letters and resumes are not a substitute for a completed application. If you wish to submit a cover letter and resume in addition to a completed application, please send these materials to hr@minneapolisparcs.org or fax to 612-370-4886.

Dates:

November 2 through November 21, 2011

Contact Information:

Minneapolis Park and Recreation Board

ATTN: Human Resources

2117 West River Road

Minneapolis, MN 55411-2227

Job Posting - Minneapolis Park & Recreation Board

Telephone: 612-230-6592

Fax: 612-370-4886

Email: hr@minneapolisparks.org

PLEASE NOTE: Completed paper applications and/or cover letters with resumes must be returned to the HR office at the Minneapolis Park and Recreation Board at the address listed above. Applications returned to the City of Minneapolis will be rejected.

ELIGIBLE LIST WILL EXPIRE THREE (3) MONTHS AFTER POSTING.

The Minneapolis Park & Recreation Board is an Equal Opportunity Employer.