

**CITY OF MIAMISBURG
PARKS AND RECREATION DEPARTMENT**

INFORMAL POSITION DESCRIPTION

Title: **Playground Coordinator**

Minimum Age: Must be at least 18 years old to apply.

Pay Range: Starting at \$9.98 per hour

Illustration of Duties & Responsibilities:

1. Work directly with the Recreation Programmer and Youth Program Coordinator to plan, coordinate, implement and supervise the total operation of the Playground Program.
2. Manages all Playground staff including scheduling and evaluating.
3. Conducts weekly staff meetings with the Playground staff.
4. Maintains accurate records of attendance for each day of the program.
5. Monitors and provides a safe environment for participant and staff.
6. Drive a truck with at 14ft trailer attached to the Playground Program each day.
7. Develop and select activities to implement based on daily attendance.
8. Communicate daily with lunch providers with estimated attendance and weather related modifications.

To request a complete job description, please e-mail parksandrec@cityofmiamisburg.com