



**MINNEAPOLIS PARK AND RECREATION BOARD**  
invites applications for the position of:

# Youth Program Specialist

**SALARY:** \$23.25 - \$27.89 Hourly  
\$48,360.00 - \$58,011.20 Annually

**OPENING DATE:** 11/18/21

**CLOSING DATE:** 12/02/21 04:30 PM

## WHO WE ARE:

Established in 1883, the Minneapolis Park and Recreation Board (MPRB) oversees a renowned urban park system spanning 6,809 acres of parkland and water. Featured among its 180 park properties are 55 miles of parkways, 102 miles of Grand Rounds biking and walking paths, 22 lakes, 12 formal gardens, 7 golf courses and 49 recreation centers. The MPRB is proud to provide services, programs and activities that meet the park and recreation needs of diverse communities and ensure race equity, gender inclusion and universal access. Altogether, MPRB properties receive about 23 million visitors annually, and employs approximately 570 full-time and 1,400 part-time and seasonal employees.

Park it here for an exciting career by joining the #1 urban park system in the United States as recognized by the Trust for Public Land in 2013, 2014, 2015, 2016, 2017, 2018, and 2020.

## SUMMARY:

Minneapolis Park and Recreation Board's Recreation Centers and Programs is accepting applications for a Youth Program Specialist to develop and implement outreach strategies and out-of-school-time programs for the Minneapolis Park and Recreation Board (MPRB) that promote the personal, educational, recreational and social growth of youth ages 12 through 17. Engage and build mentoring relationships with youth with high-risk factors including exposure to neighborhood violence, poverty or low income, highly mobile or unsheltered, substance use or abuse, or gang exposure or involvement. Work with community partners to meet the interests and needs of youth through the provision of leadership, work readiness and career exploration opportunities. Evaluate programs and services to ensure that they meet or exceed best practices in youth development. Promote and build programs in MPRB recreation facilities and with community partners that meet the needs of diverse communities and ensure race equity, gender inclusion and universal access.

**This position will primarily work afternoons, evenings and some weekends, which are the times that youth are out of school.**

## WHAT YOU'LL DO:

- Develop mentoring relationships with youth ages 12 through 17 to support and encourage them to build on the strengths and capabilities needed to be positively involved in their communities while preparing to be successful adults.
- Provide out-of-school time programs and activities that engage youth in positive recreational activities that explore their interests and promote positive relationships with peers and adults.
- Create year-round programs, with youth input, that build on acquired skills in the core values of 1) Health and Wellness; 2) Education and Career Development; 3) Prevention,

Intervention and Safety; 4) Leadership Development; 5) Recreation Programs and Activities; and 6) Life Skills Learning.

- Identify and implement outreach strategies to connect with youth and youth work professionals at schools, libraries, faith-based institutions and other youth-serving agencies to increase youth involvement in positive recreational programs.
- Conduct evaluations of programs, collect data, assess results, prepare reports, and utilize the information to improve and enhance program and service offerings.
- Plan on work schedule as being primarily afternoons, evenings and some weekends, which are the times that youth are out of school.
- Assist MPRB in identifying and addressing the park and recreation needs of underserved and under-represented communities.
- Support Recreation Supervisor and facility needs when necessary.
- Manage grant funded initiatives and programs.
- Additional duties as assigned.

## **WHAT TO BRING:**

### **Need to Have:**

- High School Degree or equivalent.
- Experience programming for high risk youth between the ages 12 through 17: at least two (2) years equivalent to full-time work.
- Valid driver's license.

### **Nice to Have:**

- Two years of college credits from an accredited college.
- Knowledge and experience developing and facilitating programs.
- First Aid, CPR and AED certification within 3 months of hire.

### **Skills Crucial to Success in This Role:**

- Demonstrate the ability to understand youth violence as a public health crisis
- Stay current on youth behavior, trends, culture and use of social media.
- Demonstrate continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
- Ability to provide both oral and written communication that is easily understood and direct in its content.
- Ability to define appropriate responses to rapidly emerging needs.
- Ability to negotiate and meet deadlines and prioritize issues, identifying which issues require immediate attention and taking effective and appropriate action based on that determination.
- Ability to negotiate effective and appropriate solutions to critical situations, difficult conflicts and/or sensitive policy issues.
- Outstanding customer service principles and practices and standards for a diverse customer base.

**FLSA Status:** Non-Exempt

**Union Status:** AFCSME Local #3279

## **ADDITIONAL INFORMATION:**

**Job Information Session: A 30 minute Job Information Session will be held on Monday, November 29, 2021 at 1:00PM CST via conference call.** This is your opportunity to ask questions about the civil service application process. Interested parties are encouraged to call **(612) 474-1955** and enter **988 307 460#** for the conference ID.

To view a full list of qualifications and job description, click [Here](#).

To learn more about Veteran's Preference, click [Here](#).

### **Selection Process:**

To apply for this full-time civil service position, applicants must complete an online application with supplemental questions at [www.minneapolisparcs.org/jobs](http://www.minneapolisparcs.org/jobs). Late applications will be rejected.

### **What steps the selection process involves:**

- We review your minimum qualifications.
- We rate your training and experience based on application materials and supplemental questions (30%).
- We conduct a structured panel interview (oral exam) (70%).
- We calculate your civil service score based on the above components and place you on the eligible list if all testing components are passed (passing score for each component and as an overall score is 70.00 or above). Eligible list will expire in three (3) months.
- We refer the top finalists to the hiring manager for an interview.
- References, including verification of employment and work performance, may be considered.
- We conduct a background check. 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 their criminal history in connection with the positions sought. View the MPRB Background Check Policy at <https://www.minneapolisparcs.org/wp-content/uploads/2021/05/Background-Check-Policy.pdf>

Please note that HR reserves the right to limit the number of people invited to successive testing events.

*The MPRB is a tobacco-free workplace and park system.  
The MPRB is an Equal Opportunity Employer.*

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.minneapolisparcs.org>

Position #REQ00603  
YOUTH PROGRAM SPECIALIST  
NA

2117 West River Rd N  
Minneapolis, MN 55411

[hr@minneapolisparcs.org](mailto:hr@minneapolisparcs.org)

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## **Youth Program Specialist Supplemental Questionnaire**

- \* 1. Following are a series of supplemental questions to assess your job-related experience and qualifications. The information on the application and your responses to the following supplemental questions will be used in a competitive evaluation of qualifications and will be used to determine your civil service score and placement on the eligible list. Therefore, all applicants are encouraged to be complete and thorough in their answers. The employment history and education detailed in your general online application must validate/support your responses to the supplemental questions. **If your responses cannot be validated, you will not proceed to the next step of the selection process. A resume may be submitted, but it will not substitute for the general online application or supplemental questions; responses such as "see resume," "see application," or a separate attachment with responses to supplemental questions will not be considered.**

I acknowledge that I have read and understand the above information and instructions.

- \* 2. Please indicate the highest level of education achieved.

- High School Diploma or equivalent
  - Associate's degree
  - Bachelor's degree
  - Master's or Post-Graduate degree
  - I do not have a degree
- \* 3. Do you have at least two (2) years equivalent to full-time work **programming** with at-risk youth between ages 12 through 17? NOTE: If you have worked part-time, you should adjust the experience you are reporting accordingly. For instance, if you worked 20 hours per week, twelve months would equal six months of full-time equivalent work experience.
- Yes
  - No
- \* 4. Tell us about your experience listed in question #3, including organization(s) where you gained the experience, title, and a description of your role/responsibilities. If you do not have this experience, enter N/A.
- \* 5. Do you possess a valid driver's license?
- Yes
  - No
- \* 6. This position requires First Aid, CPR and AED certification within three (3) months of hire. Do you currently possess a First Aid, CPR and AED certification?
- Yes
  - No
- \* 7. Which of the following languages do you speak fluently? **Check all that apply.** If you do not speak a language other than English, then select "None." **You may have to demonstrate this skill at time of interview.**
- Hmong
  - Somali
  - Spanish
  - American Sign Language (ASL)
  - Other
  - None
- \* 8. Do you have at least three (3) years full-time experience developing and implementing outreach strategies that engaged culturally diverse inner-city teens in a large metropolitan city in positive leadership, skill building, and recreational activities and programs? If "YES", please specify the name of the organization(s) where you gained the experience, title, and a description of your role/responsibilities. If you do not have this experience, enter N/A.
- \* 9. During the past three (3) years, how have you worked with community partners to address an identified youth interest or need? **Check all that apply.**
- Organized and facilitated youth programs and community meetings with youth-serving agencies
  - Contacted community youth-serving agencies and other departments to collaborate, assess and discuss sharing resources, and develop programs
  - Developed a youth council or youth group and trained them in community organizing and advocacy for social change
  - Engaged youth, adults and community stakeholders in a coordinated effort to develop out-of-school programs to meet the needs and/or interests of youth
  - I do not have this experience
- \* 10. If you indicated you possess experience in question #9, please specify the name of the organization(s) where you gained the experience, title, and a description of your role/responsibilities.

- \* 11. During the past three (3) years, which of the following strategies have you used to engage teens in program leadership and development? **Check all that apply.**
  - Worked with teens to organize a youth council
  - Mentored teens in leadership and/or employment positions
  - Program planning for youth and teens utilizing youth voice
  - Facilitated an evaluation tool and/or conducted surveys with youth
  - Other - please explain in question #12
  - I do not have this experience
  
- \* 12. If you indicated you possess experience in question #11, please specify the name of the organization(s) where you gained the experience, title, and a description of your role/responsibilities.
  
  
- \* 13. During the past five (5) years, have you developed and implemented a program for teens that focused on youth violence prevention, obesity/health, STEM (Science, Technology, Engineering, and Math), social justice, college an employment preparation, or another current issue or trend? If "YES", please specify the name of the organization(s) where you gained the experience, title, and a description of your role/responsibilities. If you do not have this experience, enter N/A.
  
  
- \* 14. The Minneapolis Park and Recreation Board (MPRB) serves a variety of populations and demographics. Tell us about your experience working with diverse populations. Please indicate the organization(s) where you gained the experience, title, and a description of your role/responsibilities. If you do not have experience, enter N/A.
  
  
- \* Required Question