



## Recreation & Community Services Department

2450 S. 68th Street, West Allis, WI 53219

(414) 604-4900

[www.wawmrec.com](http://www.wawmrec.com)

Position: Camp Champions Group Leader

Summary: Develop and lead quality programs for camp participants. Activities must be age appropriate, accessible, and inclusive for all participants.

### Qualifications:

- Must be over the age of 18.
- Possession of Red Cross First Aid Certification preferred.
- Possession of current CPR/AED certification (infant/child/adult) preferred.
- Ability to share general department program knowledge and answer or direct questions to appropriate department personnel.
- Experience developing programs for people with disabilities of all ages and ability levels

### Responsibilities:

- Plan and implement activities for people with disabilities.
- Communicate with the director regarding needed supplies and equipment for the program.
- Assist at drop-off and pick-up of camp participants.
- Plan and execute age appropriate activities.
- Work with parents/ guardians by providing open communication so that the unique needs of the individual students are met.
- Greet and welcome all participants, parents, and/or community members.
- Work collaboratively with all other district and department personnel.
- Representative of the Recreation Department, uphold and exemplify department policies and guidelines in all aspects of job performance and in relationships with children, families and district employees as outlined in the department employee handbook.
- Administer and/or assist with basic First Aid and completion and submission of accident report forms.
- Serve as point of contact in event of an emergency (medical, weather, fire, security, etc.).
- Communicate all program changes, incidents, needs, or concerns to immediate supervisor or department program administrator.
- Complete, collect, and submit all applicable forms, reports, and payroll documentation as directed by immediate supervisor or department administrator.
- Ability to facilitate conflict resolution and independently problem solve as directed by immediate supervisor or department administrator.



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- Other duties as assigned by immediate supervisor or department administrator.

Application Procedure:

Candidates must complete an application at [www.wawmrec.com](http://www.wawmrec.com) and submit

*The West Allis-West Milwaukee Recreation and Community Services Department does not discriminate on the basis of age, race, sex or sexual orientation, marital status, handicap, national origin, creed, arrest or conviction record, ancestry, member of military reserve, or any other reason prohibited by state or federal law.*

*This description has been prepared to assist in properly evaluating various classes of responsibilities, skills, working conditions, etc., present in the classification. It is intended to indicate the kinds of tasks and characteristic levels of work difficulty that will be required of positions that will be given this title. It is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit, or in any way modify the right of any supervisor to assign, direct and control the work of employees. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.*