



Recreation & Community Services Department

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

(414) 604-4900

www.wawmrec.com

Position: Park Play Site Leader

(Part Time Seasonal)

Summary: Responsible for overseeing and facilitating games and activities while creating a safe and fun environment for community youth. Directly oversees Park Play Leaders and directly reports to the WAWM RCS Department Administration Team. Hours of operation are 10am-5pm, Monday- Friday. June 14th-August 20th. No Park Play Monday, July 5th.

Qualifications:

- Experience working in youth-based programs
- Ability to plan, facilitate, organize and instruct playground games and/or activities
- Passion to serve others by providing a high quality experience
- Ability to share general department program knowledge and answer or direct questions to appropriate department personnel.

Responsibilities:

- Create a welcoming and safe environment
- Greet and welcome all participants, parents and/or community members.
- Nurture and grow positive, healthy relationships with youth in the park.
- Model and explain appropriate behavior, address, redirect and report inappropriate behavior as necessary.
- Represent the Recreation & Community Services Department in a positive manner.
- Communicate program information, expectations and rules to community members, participants and team members. If needed direct questions or concerns to appropriate people/supervisors.
- Promote Park Play and Recreation & Community Services Department activities/programs to participants, parents, and/or community members.
- Manage day to day activities and staff at the park.
- Develop a daily and weekly schedule of playground games and/or activities
- Monitor activities within the park. Routinely walk through all park areas to ensure activities are safe, positive and productive in nature.
- Maintain a clean and safe park. This will include program set-up and clean-up duties, picking up garbage, emptying trash, wiping down areas in the bathroom and building.

- Ensure safety and cleanliness of equipment, facility and the park, report any discrepancies to the RCS Administration Team.
- Be highly visible within the park at all times during the program.
- Assist in problem solving with conflicts and provide conflict resolution strategies.
- Oversee, organize and facilitate games and/or activities and site special events.
- May be needed to assist with the Summer Meals Program.
- Serve as a point of contact in event of an emergency (medical, weather, fire, security, etc.).
- Administer and/or assist with basic first-aid and completion and submission of accident report forms.
- Communicate all pertinent program information (incidents or injuries, needs or concerns) to the RCS Administration Team.
- Complete, collect, and submit all applicable forms, reports, and payroll documentation as directed by the Department Administrator.
- Oversee and collaboratively work with playground instructors.
- Ability to lead/conduct weekly staff meetings at the playground site.
- Ability to evaluate staff on their performances and work with department administration to implement performance improvement plans if needed.
- Work collaboratively with WAWM RCS team members, city and district personnel.
- Attend staff meetings, trainings and in-services to increase knowledge and skills.
- Other duties as assigned by Department Administrator.

APPLICATION PROCEDURE

Candidates must complete an application at 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.