



Recreation & Community Services Department

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

(414) 604-4900

www.wawmrec.com

Position: Rex's Craft Tour Leader

(Part Time Seasonal)

Summary: Facilitate crafts and activities while creating a safe and fun environment for community youth. Directly reports to the Program Manager.

Qualifications:

- Experience working in youth-based programs
- Ability to plan, facilitate, organize and instruct crafts/or activities
- Passion to serve others by providing a high quality experience
- Valid Wisconsin driver's license highly desired.

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.
- 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.
- Assist in problem solving with conflicts and provide conflict resolution strategies..
- Organize and facilitate crafts and/or activities.
- Be highly visible at all times during the program.
- Ensure safety and cleanliness of equipment, facility and the park, report any discrepancies to the Program Manager.
- 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 immediate supervisor or Department Administrator.
- Work collaboratively with WAWM RCS team members, city and district personnel.
- Attend staff meetings, trainings and in-services to increase knowledge and skills.
- May be asked to drive a WAWM RCS Department vehicle.
- Other duties as assigned by immediate supervisor or Department Administrator.



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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.