



Recreation & Community Services Department

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

(414) 604-4900

www.wawmrec.com

Position: Group Leader, Part Time, Seasonal

Summary: Supervise, interact and lead participants through daily activity schedules. Reports directly to the Site Coordinator and Assistant Site Coordinator.

Qualifications:

- Experience working in youth based programs, previous before/after or babysitting experience is ideal.
- Enthusiastic, self-motivated, dependable, able to use common sense and possess a variety of skills.
- Organized, resourceful, able to maximize resources.
- Skilled at interacting with participants and families of all socioeconomic backgrounds.

Responsibilities:

- 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.
- Supervising children ranging in ages from 4K to 5th grade.
- Lead scheduled daily activities, while providing supervision to assigned space or group.
- Encourage and involve children in age appropriate group and/or individual play.
- Communicate with the site leadership regarding needed supplies and equipment for the program.
- Model and explain appropriate behavior, address, redirect and report inappropriate behavior that is reported or observed.
- Adhere to all Recreation Department disciplinary policies and communicate with site leadership regarding all disciplinary actions with children.
- Communicate with site leadership for any incidents or accidents that may occur, as proper documentation is required for follow up.
- Ensure safety and cleanliness of equipment and facilities, reporting any discrepancy
- Follow all Recreation Department policies, rules, regulations and procedures, including emergency and safety procedures.
- Communicate with site leadership regarding any emergency concerns or situations.
- Attend staff meetings, training and in-services to increase knowledge and skills.
- Perform other duties as deemed necessary by the Site Coordinator.

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.



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