



Recreation & Community Services Department

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

(414) 604-4900

www.wawmrec.com

Position: Program Aide- Part Time Seasonal

Summary: Overseeing the drop off and pick up process at Action. Does require that staff go out to the parents' vehicle to get the student from the vehicle or take the student from the program to their vehicle.

Responsibilities:

- Ensuring that all students safely get to and from their parents' vehicle by accompanying them in that process.
- Ensuring the pick up person is on the approved list on CampDoc and checking identification for verification purposes
- Create and foster positive relationships with all program parents and students
- Provide a high level of customer service
- Answering all phone calls in a professional and courteous manner
- Checking and responding to voicemail messages
- Communicate with Site Leadership about any absences or pertinent information on a daily basis
- Utilizing CampDoc accurately for parent communication and attendance purposes
- Attending any training that has been scheduled to increase knowledge and skills

Application Procedure: Candidates are required to submit an application, to be considered for employment. Applications are available at the Recreations Department or online at www.wawmrec.com.

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.