



Recreation & Community Services Department

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

(414) 604-4900

www.wawmrec.com

Position: Site Coordinator - Part Time Seasonal

Summary: To coordinate and facilitate daily after school programming for enrolled participants, creating high quality activities in a well supervised setting, in accordance with Recreation and Community Services Department standards.

Responsibilities:

Daily Facilitation

- Creating and fostering a positive and fun work environment for all staff.
- Oversee daily attendance to ensure accuracy and location, make sure all participants are accounted for, and appropriate follow up taken.
- Implement daily activities as scheduled, supervising and assisting staff in program schedule completion.
- Accurate documentation for distribution of snacks daily.
- Responsible for the proper documentation and communication of all participant behavior, accidents and parent communication via CampDoc.

Program Coordination

- Daily communication with school staff as it pertains to Action Programs.
- Responsible for security and cleanliness of permitted areas at all times, respecting shared spaces.
- Accountable for clear consistent, positive communication with program participants, parents and families.
- Responsible for creating and distributing monthly newsletters, calendars of scheduled activities, as a means of communication for program participants and families via CampDoc.
- Create programming schedules for daily and weekly activities which include but are not limited to; outdoor games, indoor games, crafts, homework help, academically enriching activities, and coordinated choice activities.
- Responsible for the hiring, onsite training, and supervision of program staff, to ensure adherence to all staff responsibilities and program expectations.
- Review staff payroll documentation, for accuracy and approve payroll as scheduled.
- Continues review and evaluation of staff performance, providing redirection and coaching daily in combination with completing formal evaluations as scheduled.
- Complete all monthly required documentation as scheduled to maintain accurate program records.
- Attendance at all Site Coordinators meetings and training, to foster professional development
- Other duties as assigned by the Program Manager

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.



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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.