



Recreation & Community Services Department

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

(414) 604-4900

www.wawmrec.com

Position: Program Aide/Flex, Full time (6:30am- 3:00pm)

Summary: Overseeing the drop off process for Summer Camp. This position is our front line customer service person. This person will be the main point of contact for parents' questions and concerns at drop off. This position will fill the Program Aide position from 7am-9am, then fill one of the many positions camp has from 9am-3pm. The ideal candidate will have strong communication and time management skills along with the ability to be a team player as roles and responsibilities may vary from day to day.

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
- Other duties as assigned (See other job descriptions for more information)

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.