



Recreation & Community Services Department

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

(414) 604-4900

www.wawmrec.com

Position: Activities Coordinator - Part Time Seasonal

Summary: To create, implement and directly oversee a daily after school program schedule. This position will create the rotation schedule, prep and set up arts/crafts, games, enrichment activities, fill out internal supplies order form, etc. This position requires a high level of flexibility, creativity and knowledge of elementary age students' interests and creates a great working relationship with the school staff.

Responsibilities:

Daily Facilitation

- Creating a ever changing daily schedule for Action students
- Creation of newsletters to keep parents informed of all that is happening during programs
- Directly working with group leaders in the execution of the game, craft or activity

Program Coordination

- Daily communication with school staff as it pertains to Action Programs.
- Creating an ever changing schedule of games, crafts and activities to ensure that programs are providing the environment for students to learn and grow daily
- Holding all necessary training for program staff to understand new activities, games, etc.
- 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.

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.