

# CITY OF GREENFIELD DEPARTMENT OF PARKS & RECREATION



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Greenfield, Wisconsin 53220

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Business Hours: (M-F) 9 am-6 pm  
Visit us on the web: <http://www.ci.greenfield.wi.us>

## Kids Connection Group Leader

### **PRIMARY FUNCTIONS:**

Assists the Site Coordinator in planning, implementing and supervising activities at a Kids Connection site (school). Is directly responsible for the leadership and supervision of activities and participants at the Kids Connection site. Is directly responsible for maintenance of a clean and safe environment.

**Reports To:** Kids Connection Assistant Program Coordinator and Recreation Coordinator.

### **POSITION QUALIFICATIONS:**

- Minimum 18 years of age, on or before, September 3, 2019.
- Prior experience in the supervision/leadership of youth in a recreational setting is required.
- Some prior/current coursework in early childhood, child development, elementary education or recreation preferred.
- Must be able to work cooperatively with other program staff, participants, parents and the general public.
- Must demonstrate a mature and responsible attitude.
- Must be willing to complete the American Red Cross CPR & First-Aid certification Course.
- Must be willing to complete training in Bloodborne Pathogens and Behavior Management.
- Must be available to work on a Monday thru Friday basis.
- Must complete the initial staff in-service training and trainings throughout the year.

### **EMPLOYMENT TERMS:**

**JOB STATUS:** Seasonal/Casual Limited Term Employee

**PERIOD:** Program Dates: September through June 2018-2019, First day of school to last day.

**BENEFITS:** Not Applicable

**RATE OF PAY:** starting at \$10.00-\$12.00/ hourly

**WORKWEEK:** Monday through Friday position, averaging 28 or less hours per week, depending upon need of program. All sites operate from 6:00am-9:00am and 3:00pm-6:00pm. School's out days operate from 6:30am-6:00pm and early release days from 1:00pm-6:00pm.

### **MAJOR DUTIES AND RESPONSIBILITIES**

1. Provide leadership and supervision to youth at Kids Connection sites.
2. Maintain leadership and control through example.
3. Implement all daily scheduled activities.
4. Assist in setting up daily site, including cleaning where necessary and putting equipment away each day.
5. Develop and maintain a friendly working relationship with school district personnel.
6. Provide creative ideas in the planning and organization of activities.
7. Assist children with homework daily.
8. Assist in the development of the monthly calendar/newsletter.
9. Promote and maintain safety practices and procedures at the Kids Connection site.
10. Prepare and distribute snack for participants.
11. Assist with checking all participants in and out at the onset and end of program, following all procedures.
12. Leaders are expected to:

- a) Be prepared to react in an emergency situation.
  - b) Know the Emergency Action Plan for their site including location of the first aid and biohazard kits.
  - c) Know the location of the nearest phone at all times; and
  - d) Be prepared to react in a severe weather emergency.
13. Encourage proper use and storage of equipment and of the school facilities.
  14. Be familiar with the Greenfield program activity guide "RECREATOR" regarding current policies and registration procedures. Be able to communicate that information to parents.
  15. Attend all staff meetings and trainings.
  16. Be able to discipline participants for inappropriate behavior according to the Kids Connection Code of Conduct. Inform the Site Supervisor and/or Program Coordinator of major incidents as quickly as possible so corrective actions can be taken.
  17. Participate in the pre-season/post-season in-services and actively participate in the site planning and set-up.
  18. Carry out all duties in a safe and orderly manner.

### **STAFF APPAREL**

Kids Connection Program staff are required to wear Parks & Recreation apparel while on the job. Two staff shirts will be issued to each staff member at the start of the season.

### **EVALUATION**

Group Leader performance will be evaluated by the Coordinator and Assistant Coordinator at 90 days, midterm and at the end of the season.

### **NOTE**

This position description is intended to highlight the principle functions of the positions but is not intended to be all-inclusive.