



CITY OF GREENFIELD

Department of Parks & Recreation

7325 West Forest Home Avenue 414.329.5370/Fax 414.543.2369
Greenfield, Wisconsin 53220 Business Hours: (M-F) 9 AM-6 PM
Visit us on the web: <http://www.greenfieldwi.us/parksrec/>

PLAYGROUND LEADER

TERMS OF EMPLOYMENT

JOB STATUS: Seasonal/ Casual Employee

PERIOD: Part-Time, Summer position

BENEFITS: N/A

RATE OF PAY: Salary range \$10-\$14 /hour

NORMAL WORK WEEK: Playground Leaders work Monday thru Friday, between the hours of 6:30AM-5:30 PM for an average of 25-30 hours per week.

REPORTS TO: Playground Assistant Coordinators who report to the Recreation Supervisor.

Purpose of position:

To create a positive, fun and safe play experience for program participants.

Essential Duties and Responsibilities include the following:

Other duties may be assigned.

1. Planning, organizing and leading group games, team sports, crafts and special events.
2. Leading and supervising playground participants on field trips.
3. Ensures program procedures and rules are followed.
4. Implements and follows our Playground Code of Conduct discipline procedures.
5. Performs basic first aid as needed.
6. Communicates with the general public, parents of participants and other team members.
7. Assists with maintaining a safe and clean playground program environment.
8. Performs necessary opening and closing duties related to the site.
9. Assists with equipment storage, maintenance and inventory.
10. Completes necessary reports, contributes to the weekly newsletter.

Qualification requirements to perform this job:

- Minimum 18 years of age
- Be able to work weekdays, Monday thru Friday for the 9 weeks of the program season.
- Prior experience in the supervision/ leadership of youth in a recreational setting
- Able to work cooperatively with other program staff, participants, parents and the general public.
- American Red Cross or American Heart Association CPR and First Aid Certified or willingness to obtain upon employment.

Physical demands/ work environment:

- Playground Leaders work both indoors and outdoors during the summer months.
- It is typical to be walking, talking, standing, crouching, stooping, bending, balancing, hearing, seeing and repetitive motions in the daily activities.
- It is typical to move 10 pounds of force, and/ or up to 20 pounds on occasion.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Apparel:

Playground Team members are required to wear Parks & Recreation apparel with tennis shoes while on the job. Shorts, jeans, athletic apparel are all acceptable. One staff shirt and two playground program t-shirts are issued to each staff member at the start of the season at no cost. Additional t-shirts and sweatshirts are available for purchase at nominal cost. Swim suits/trunks/ attire are worn on some of the field trips.