



# CITY OF GREENFIELD

## DEPARTMENT OF PARKS & RECREATION

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Visit us on the web: [www.greenfieldparksrec.com](http://www.greenfieldparksrec.com)

### Kids Connection Group Leader

The City of Greenfield Parks and Recreation Department offers a before and after school program for children grades K4-5<sup>th</sup> grade in all the elementary schools in the Greenfield School District. Because the Greenfield School District is beginning the school year with virtual-only school in fall of 2020, with a phased approach re-opening, the before and after school program will offer full day program for children during this time period. The City will continue just before and after school care once in-person learning resumes.

Weekly hours for this position will vary from 10-35 hours per week and the daily schedule may vary from month to month, contingent on how the Greenfield School District functions due to COVID-19.

#### **EMPLOYMENT TERMS:**

**JOB STATUS:** Seasonal/Casual Limited Term Employee  
**PERIOD:** Program Dates: September through June, First day of school to last day.  
**BENEFITS:** Not Applicable  
**RATE OF PAY:** starting at \$10.50-\$12.00/ hourly  
**WORKWEEK:** Monday through Friday position, hours may vary between 6:15am-6:00pm. Weekly hours may vary based on needs of program.

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

#### **POSITION QUALIFICATIONS:**

- Prior experience in the supervision/leadership of youth in a recreational setting is preferred.
- 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, Behavior Management, and Child Abuse & Neglect Training.
- Must be available to work on a Monday thru Friday basis.
- Must complete the initial staff in-service training and trainings throughout the year.

#### **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.

#### **MAJOR DUTIES AND RESPONSIBILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed within are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disability to perform essential functions.

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.

#### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

#### **AAP/EEO Statement**

It is the policy of the City of Greenfield not to discriminate unlawfully against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, disability, national origin, creed, marital status, citizenship status, veteran status, membership in the military or national guard, use of a lawful product while off duty, ancestry, sexual orientation, arrest, or conviction record or any other characteristic protected by state or federal law. This policy shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or other compensation; and selection for training, including apprenticeship. This City further agrees to take affirmative action to ensure equal employment opportunities.

#### **Evaluation**

Performance of this position will be evaluated by the Recreation Program Coordinator at the midterm and the end of the school year. This job description is intended to highlight the principle functions and is not intended to be comprehensive.