



**CITY OF GREENFIELD**  
**Department of Parks & Recreation**

7325 West Forest Home Avenue  
Greenfield, Wisconsin 53220

414.329.5370/Fax 414.543.2369  
Business Hours: (M-F) 9 AM-6 PM

**Recreation Assistant Coordinator**

**TERMS OF EMPLOYMENT**

**JOB STATUS:** Seasonal/ Casual Employee Limited Term Employee  
**PERIOD:** Part-Time position  
**BENEFITS:** Not Applicable  
**RATE OF PAY:** starting at \$14.25-\$15.00/hourly  
**WORK WEEK:** position averages 10 to 15 hours per week, schedule will vary depending upon season, typically weekday hours to include some evenings.

**PRIMARY FUNCTION**

The Recreation Assistant Coordinator supports the Recreation Supervisor in the planning, direct leadership, supervision, record keeping and evaluation of the Youth Dance, Enrichment and Fitness programs. This directly includes our Youth Kidnastics – Tumbling and Gymnastics program and Friday Night Frenzy's.

**REPORTS TO:** Recreation Supervisor

**POSITION QUALIFICATIONS**

- 2 years academic preparation in recreation, elementary education or related field is preferred.
- Prior experience in the supervision / leadership of youth in a recreational setting is required.
- Prior experience in supervising staff is preferred.
- Prior experience in planning and developing activities for a variety of ages is preferred.
- Must be able to work cooperatively with other program staff, participants, parents and the general public.
- Must be willing to complete the American Red Cross CPR & First-Aid certification upon employment.
- Must be able to organize and manage staff schedules, equipment and supplies needed
- Knowledge in the areas of dance, tumbling or gymnastics a definite plus.

**MAJOR DUTIES/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.

1. Assists Recreation Supervisor in keeping current in the trends and potential new program offerings.
2. Assists Recreation Supervisor in the planning, coordination and scheduling of classes, facilities, staffing, equipment and supplies necessary for programs. This includes the preparation of the seasonal program guide.
3. Assists Recreation Supervisor with the program activity management in our registration software.
4. Assists Recreation Supervisor with recruitment, hiring, on board training, orientation, certification (when necessary) of program team members.

5. Assists Recreation Supervisor with the program team member scheduling and seasonal trainings.
6. Encourages proper use, cleaning and sanitization, and storage of program equipment and supplies.
7. Assists Recreation Supervisor with the day to day operations of the related programs to include supervising and evaluating team members, handling parent concerns or questions, monitoring registration and rosters, monitoring staff hours to stay within budget, promoting and maintain safety practices and procedures.
8. Creates the related program lesson plans, conducts regular program site visits to ensure quality instruction.
9. Manages inventory of program equipment and supplies. Keeps things in good working order. Restocks supplies including first aid kits.
10. Conducts season end parent and participant program evaluations.
11. Assists Recreation Supervisor with the end of season reports.

#### 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 lawful product while off duty, ancestry, sexual orientation, arrests, 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.