



Kids Connection Site Coordinator

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: \$13.50 - \$17.00/ hourly
Workweek: Monday through Friday position, averaging 28 or less hours per week, depending upon availability. All sites operate from 6:00am-8:45am and 3:00pm-6:00pm. School's out days operate from 6:30am-6:00pm and early release days from 1:00pm-6:00pm.

Reports To: Kids Connection Recreation Supervisor.

PRIMARY FUNCTION:

The Kids Connection Site Coordinator supports the Recreation Supervisor and Assistant Coordinator in overseeing the daily operations of one Kids Connection Site. The Site Coordinator provides direct leadership and supervision of activities and participants at the Kids Connection site. Is directly responsible for development, organization and implementation of daily schedules, including maintenance of a clean and safe environment.

POSITION QUALIFICATIONS:

- 2 years academic preparation in early childhood, elementary education, recreation or related field is preferred.
- Prior experience in the supervision/leadership of youth in a recreational setting is required.
- Prior experience 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 demonstrate a mature and responsible attitude and excellent communication skills.
- Must be willing to complete the American Red Cross CPR & First-Aid certification Course upon employment.
- Must be willing to complete training in Bloodborne Pathogens, Behavior Management, and Child Abuse & Neglect Training.
- Must complete the initial staff in-service training and trainings throughout the year.
- Knowledgeable in the area of sports, crafts, and outdoor education a plus.
- Experience in a school district setting is preferred.

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 one Kids Connection site or substitute at other sites when needed.
2. Develop all daily schedules and activities for one Kids Connection site.
3. Develop monthly calendars/newsletters with specific themes or activities planned.
4. Oversee group leaders at one Kids Connection site.
5. Assist in the development, planning, organization and implementation of program goals and objectives.
6. Submit supplies and materials list to Recreation Supervisor as needed.

414.329.5370



parks.rec@greenfieldwi.us



www.greenfieldparksrec.com



Greenfield Parks & Recreation Department

Kids Connection Site Coordinator (concluded)

7. Maintain leadership and control through example.
8. Develop and maintain a friendly working relationship with school district personnel.
9. Provide creative ideas in the planning and organization of activities.
10. Promote and maintain safety practices and procedures at the Kids Connection site.
11. Assist with checking all participants in and out at the onset and end of program, following all procedures.
12. Relay all necessary information to group leaders on a regular basis.
13. Set up program sites on a daily basis.
14. Prepare and distribute snack for participants, including make sure snack is properly stocked at all times.
15. 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.
16. Encourage proper use and storage of equipment and of the school facilities.
17. Be familiar with the Greenfield program activity guide "RECREATOR" regarding current policies and registration procedures. Be able to communicate that information to parents.
18. Attend all staff meetings.
19. Be able to discipline participants for inappropriate behavior according to the Kids Connection Code of Conduct. Inform the Recreation Supervisor or Assistant Coordinator of major incidents as quickly as possible so corrective actions can be taken.
20. Participate in the pre-season/post-season in-services and actively participate in the site planning and set-up.
21. 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 Supervisor 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.