Home Base – Playground Program – Job Posting

The Shorewood Recreation and Community Services Department is seeking Home Base Leaders for its summer 2016 Playgrounds Program (Home Base). Leaders work with youth ages 4 – 12 in planning and implementing educational and recreational activities.

Dates/Times: Program runs Monday, June 13 – Friday, August 5 (training begins mid-May)
Monday - Friday: 8:00 am – 1:00 pm
*Hours are based on enrollment – staff may get cut if enrollment numbers are low.*

Specific Responsibilities:
1. Participate in all staff training sessions and attend all scheduled meetings. Attendance at all sessions is mandatory.
2. Drop off and pick up Home Base Participants at their summer school classes in a timely fashion.
3. At 12:45, walk participants who are signed up for Kid’s Club to their respective Kid’s Club site.
4. Organize and lead activities at site. Leaders are expected to be actively involved with all registered participants.
   Activities may include: crafts, nature, songs, games, theme days, etc.
5. Develop and implement curriculum that provides fun, creative and safe activities for participants.
6. Ensure that every participant is accounted for at all times.
7. Identify and respond to negative participant behavior issues.
8. Prevent injuries by minimizing or eliminating hazardous situations or behaviors.
9. Enforce Shorewood Recreation rules and policies. Educate parents, guardians, participants and fellow staff on rules and policies as necessary.
10. Demonstrate excellent judgment and select the most appropriate course of action in a given situation or crisis in order to resolve the issue. Contact Home Base Coordinator immediately if you need assistance.
11. Complete and submit all reports accurately and in a timely fashion (i.e. time cards, accident reports, behavior logs, etc.)
12. Emphasize and model good sportsmanship during games and activities.
13. Attend all staff meetings.
14. Dress appropriately when on duty: Proper uniform requires staff t-shirt, tennis shoes, shorts or pants that allow for active participation, a whistle and a watch.
15. Maintain exceptional communication with Summer Coordinator, Recreation Supervisor, fellow leaders and parents. Address Summer Coordinator immediately if questions or concerns arise.
16. Be knowledgeable and aware of the summer 2016 Recreation Guide. Review policies in guide and maintain a general understanding of them as they pertain to the Home Base and Kid’s Club programs.

Qualifications:
1. Must be 18 years or older.
2. Proficiency in the following skills: Leadership, Decision-Making, Planning, Organization and Communication
3. Ability to lead, plan, organize and implement program activities.
4. Desire to work in a team environment with the ability to accomplish tasks with little direct supervision.
5. Enthusiastic personality and willingness to adapt to unforeseen circumstances.
6. Up to date CPR/AED and First-Aid Certification preferred, but not required.

How to Apply: Contact Megan Welch at mwelch@shorewood.k12.wi.us or at (414) 963-6913 x 4 for an application or stop in the Recreation Department at 1701 E. Capitol Drive, Shorewood, WI 53211 to inquire. Submit applications by May 1, 2016.