Kid’s Club – Playground Program – Job Posting

The Shorewood Recreation and Community Services Department is seeking Kid’s Club Leaders for its summer 2016 Playgrounds Program (Kid’s Club). 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)
   Mondays: 11:00 – 4:15 pm (Staff meeting held from 11:00 – 12:30)
   Tuesday – Friday: 12:30 pm – 4:15 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 weekly staff meetings. Attendance at all sessions is mandatory.
2. 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.
3. Develop a bi-weekly calendar that will be distributed to parents of participants. Activities should include curriculum that provides fun, creative and safe activities for participants. Calendars are to be turned into Summer Coordinator on set due dates.
4. Identify and respond to negative participant behavior issues.
5. Prevent injuries by minimizing or eliminating hazardous situations or behaviors.
6. Address parent concerns in a professional and timely manner. Inform Summer Coordinator of any parent concerns, even if they have already been addressed.
7. Enforce Shorewood Recreation rules and policies. Educate parents, guardians, participants and fellow staff on rules and policies as necessary.
8. Leaders are responsible for program facilities and all equipment (i.e. balls, jump ropes, art supplies, etc.) belonging to the Shorewood Recreation Department. This includes ensuring the proper use of equipment and keeping the site clean, organized and free of litter.
9. Assist Recreation Supervisor and Kids Club Supervisor in the planning and implementation of special events.
10. Emphasize and model good sportsmanship during games and activities.
11. Demonstrate excellent judgment and select the most appropriate course of action in a given situation or crisis in order to resolve the issue. Contact Kids Club Supervisor immediately if you need assistance.
12. Direct and supervise program volunteers (if applicable).

**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.