



Position Title: Playground Leader

Department / Location: Recreation Department

Job Classification: Part-Time Summer

Reports to: Recreation Program Coordinator

Supervises: Summer Playground Program

Position Summary: Provides a safe environment for the youth in the city by supervising participants, organizing and leading activities for a specific playground for youth ages 4-14.

Duties and Responsibilities:

- Directs and supervises the participants.
- Plans and implements daily activities.
- Completes daily and weekly lesson plans.
- Composes playground rules for that particular playground.
- Assures participants are getting along.
- Completes daily attendance.
- Keeps playground area clean.
- Attends all orientation and weekly meetings.
- Evaluates the supervised playgrounds at the end of the season.
- Completes all necessary paperwork accurately and on time.
- Assists in the planning and implementing of the Fundays.
- Disciplines participants when needed.
- Promotes fair play, honesty, courtesy and politeness.
- Has an emergency plan in place.
- Completes accident/incident reports when necessary.

Qualifications:

- Past experience working with youth.
- Responsible and reliable.
- Patience.
- Independent self-starter, who can work with low supervision.
- Outgoing, positive attitude.
- Great organizational and time management skills.
- Must be a good role model.
- Have the following certifications and trainings: CPR, First Aid and Bloodborne Pathogen.
- Ability to adapt and change lessons based on the needs of the participants.
- Must enjoy working with children.

Special Requirements:

- Reliable transportation.
- Must be available all summer



Physical Requirements:

- The employee must be able to complete all physical requirements of the job with or without a reasonable accommodation. Physical requirements will include sitting, standing, walking, lifting, carrying, reaching, pushing, pulling.

By signing this job description, I acknowledge that I have read and understand the duties, qualifications and requirements of the position. My signature further attests that I am able to perform the essential functions of this position with or without a reasonable accommodation. I understand that this job description does not represent a contract of employment and that the Wauwatosa School District reserves the right to change duties, responsibilities or activities with or without notice.

Employee Signature

Date Signed