



Position Title: Recreation Monitor

Department / Location: Recreation Department – Various Locations

Job Classification: Part-Time

Reports to: Facility Scheduler

Supervises: N/A

Position Summary: Recreation Monitors provide building access and supervision, pool and locker room assistance and supervision, and assist participants, recreation staff, and spectators as needed.

Qualifications:

- Reliable transportation
- Mobile phone for communication and to access online information and forms
- Ability to keep track of multiple activities in your building – programs/classes going on, spaces used, start/end times, etc
- Independent, responsible, reliable, punctual, safety-conscious, and friendly

Essential Job Functions:

- Check [Recreation Monitor Schedule](#) regularly and keep track of where/when you are scheduled to work.
- Arrive to work wearing your Recreation Department staff shirt at your scheduled time and to the designated building entrance. The activities entrance identifier is listed in the Recreation Monitor Schedule next to each school.
- Set up monitor cart with “welcome” sign facing the participants as they enter. To access the items inside the cart, the lockbox combo is 1 2 3 4. Inside the lockbox is a key to unlock the cart. At this time the carts are used to store a building master key, monitor information materials, and lost and found items.
- Review the [District Activities Calendar](#) to know which activities are going on in your building. Clicking on an item in the calendar opens up more information, such as start/end times, reserved space (room #, gym, MPR, etc.), and contact information for that group/team’s representative. It is helpful to know when to expect people coming and going and where to direct people for their designated activity areas (gym, MPR, classroom, etc.). It is also a useful resource to help participants who show up at the wrong location find where they need to be.
- Check on the spaces being used to make sure that they are unlocked and that the lights are on/activated, including gyms, cafeterias/MPR’s, libraries, and community rooms. For activities that require equipment from the gym storage (volleyball, fitness classes, etc), make sure the gym storage areas are unlocked. Make sure the basketball hoops are raised up to the ceiling for volleyball and that they are lowered for basketball.
- Some schools leave a key to operate the basketball hoops and gym divider by the wall controls (Montessori & the newly built schools). You can take care of these things yourself when needed, otherwise find a custodian/cleaner to help.
- If any activity spaces are locked when you arrive, there should be a master key in the monitor cart that opens up the activity spaces and storages. If a key is not available, look around the building to find a custodian/cleaner to help. If you cannot find one, text the Facility Scheduler (please make a concerted effort to find someone to help first).



- Let in staff and participants as they arrive and greet everyone in a friendly manner. Make sure everyone is masked up. If not, kindly remind them they cannot be in the building without a mask.
- Between start/end times of activities when you're not expecting people in and out of the building, look around the building and make sure participants are staying in their designated activity areas and not wandering around the hallways or loitering in other parts of the building. If you find people in parts of the building where they do not belong, kindly remind them that the rest of the building is off limits due to District Security Guidelines.
- Report groups who do not follow the District's rule on wearing masks via the [Mask Violation Reporting](#) form.
- Report groups who do not show for their scheduled activities via the [Missed Reservations Form](#).
- **Monitors who are stationed beyond the gyms at the newly rebuilt schools are there to stop people from wandering into the rest of the building. All they need to know is that "the rest of the building is off limits."
- **Monitors on pool/locker room duty make sure participants stay off the pool deck until the instructors/lifeguards are ready to start class, check the locker rooms during the change of classes to make sure nobody has slipped/fallen and to keep any eye on peoples' items, collect money and sign people in for Open Swim, and help with anything else needed. During swim classes the pool monitors work the pool entrance and/or adjacent hallway.

Additional Job Functions:

- Keep entranceways clear and passable
- Wipe down locker room floors between classes to prevent people from slipping
- Check in with program instructors, coaches, and other staff and briefly assist with what is needed or requested from you
- Assist with finding custodians as needed. If you cannot find one, text or call the Facility Scheduler.
- Assist with picking up the areas used and wiping down door handles and recreation equipment
- Notify Facility Scheduler of any unsafe conditions, complaints, needed repairs, incidents, or accidents
- Provide information to incident/accident reports when necessary
- Place any lost and found items in the monitor cart.

Important to Know:

- Propping the outer entrance door open is strictly prohibited per the District Safety Coordinator. You are there primarily to let people in and ensure those entering are there for District, Recreation, or community programming.
- Do not engage with anyone being confrontational or hostile – simply let them go and report it to the Facility Scheduler right away.



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