



**Position Title:** Summer Adventure Club On-Site Coordinator

**Department / Location:** Recreation Department/ SAC Site

**Job Classification:** Part-Time

**Reports to:** Program Coordinator

**Supervises:** N/A

**Position Summary:** To plan, implement and supervise various indoor and outdoor activities for youth and supervise staff counselors for our Summer Adventure Club program.

**Qualifications:**

- Independent self-starter, who can work with low supervision.
- Possess strong leadership qualities.
- Great organizational and time management skills.
- Creative, always finding new ways to keep the participants involved.
- Possess patience, empathy and enthusiasm.
- Safety conscious.
- Responsible and reliable.
- Portrays a positive and energetic attitude.
- Ability to stand and be outdoors for long periods of time.
- Past experience working with youth.
- Basic knowledge of youth activities.
- Ability to adapt and change lessons based on the needs of the participants
- Reliable transportation.
- Must be available the entire summer (camp is nine weeks long)

**Essential Job Functions:**

The SAC Onsite- Coordinator position includes but is not limited to the following:

- Plans and implements various indoor and outdoor activities.
- Supervises both assistant leaders and participants.
- Resolves problems with parents and others as they arise on site.
- Disciplines the participants when needed.
- Wears appropriate attire and staff shirt.
- Arrives at least 15 minutes early to the sites. (RAIN OR SHINE!)
- Organizes equipment and supplies needed prior to starting.
- Emphasizes having fun and teamwork.
- Teaches the basics/fundamentals.
- Purchases supplies as needed.
- Attends orientation and staff meetings.
- Never leave a child unattended, you must stay with them until their ride shows up
- Work cohesively and positively with your Co-Coordinator at your designated site

**Additional Duties and Responsibilities:**

- Assists the program coordinator whenever needed.
- Completes incident/accident reports whenever necessary.
- Keeps equipment and storage boxes neat and clean at all times.
- If you are not currently CPR/First Aide certified, you will be for this position

**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