



Position Title: Safety Town Coordinator

Department / Location: Safety Town – Jefferson Elementary

Job Classification: Part-Time Summer (June & July)

Reports to: Recreation Program Coordinator

Supervises: Safety Town Volunteers and Safety Town Participants

Position Summary: The Safety Town Coordinator is a part time position responsible for the direct supervision of the Safety Town Volunteers and Safety Town Participants. The Safety Town Coordinator is responsible for the scheduling of the Safety Town Volunteers. This position requires planning, implementing and supervising everyday activities for youth in our Safety Town 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 for long periods.
- Experience working with youth.
- Basic knowledge of Safety Town Activities, i.e. Yell and Tell, Poison, Fire, Street, Car & Bike Safety, Police Officers.
- Ability to adapt and change lessons based on the needs of the participants.

Essential Job Functions:

- Plans and implements various activities.
- Schedules Safety Town Volunteers for all sessions.
- Supervises both volunteers and participants.
- Resolves problems with parents and others as they arise on site.
- Wears appropriate attire and staff shirt.
- Arrives at least 30 minutes early to the site. (RAIN OR SHINE!)
- Organizes equipment and supplies needed prior to Safety Town starting.
- Emphasizes having fun and teamwork.
- Teaches the basics/fundamentals.
- Attends orientation and staff meetings.
- Arrives at Safety Town well prepared, with a lesson plan.
- Never leave a child unattended, you must stay with them until their ride shows up.
- Assists the program coordinator whenever needed.
- Disciplines the participants when needed.
- Completes incident/accident reports whenever necessary.
- Keeps equipment and storage boxes neat and clean at all times.



Special Requirements:

- Reliable transportation.
- Must be available the entire 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