



**Position Title:** Wonderkids Playgrounds

**Department / Location:** Recreation Department

**Job Classification:** Part-Time Summer (May-August)

**Reports to:** Recreation Program Coordinator

**Supervises:** Summer Playgrounds

**Position Summary:** Assists the Program Coordinator in all aspects of supervision, planning, organizing and leading of the entire playground program. Acts as a supervisor to all other program staff and provide major leadership in the planning of the Wonderkids' curriculum.

**Duties and Responsibilities:**

- Plans programs, arts and crafts and additional activities for the 8 weeks.
- Organizes equipment boxes prior to the season starting.
- Organizes playground binders, which contain: flyers, permission slips, accident/incident forms and parent reports.
- Demonstrates activities and arts and crafts during weekly staff meetings for leaders.
- Participates in daily activities during the 8 weeks at the sites being supervised.
- Supervises playground and wonderkid leaders.
- Manages concerns/problems with leaders, parents and the public.
- Researches new and creative games and activities.
- Evaluates each playground and wonderkid leader at the end of the season for re-hiring purposes next season.
- Visits General Playgrounds during afternoon.
- Coordinates arts and crafts and activities with Playground leaders.
- Organizes all General Playground and WonderKid Fieldtrip slips and compiles a roster for each playground.
- Assists the Program Coordinator with staff problems and concerns.
- Helps Program Coordinator supervise T'Ball/Youth Softball.

**Qualifications:**

- Great organizational and time management skills.
- Responsible and reliable.
- Past experience working with youth.
- Knowledgeable of what the Recreation Dept. has to offer.
- Strong ability to lead others.
- Have the following certifications and trainings: CPR, First Aid and Bloodborne Pathogen.
- Must be able to adapt to unfamiliar situations and come up with appropriate solutions.
- Independent self-starter, can work with low supervision.
- Safety conscious.
- Good computer skills: Word, Excel and Publisher.

**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.

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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.

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Employee Signature

Date Signed