



JOB DESCRIPTION

POSITION TITLE: Before & After School Site Leader

DEPARTMENT: Parks, Recreation & Forestry

REPORTS TO: Recreation Supervisor

FLSA CATEGORY: Non-Exempt

EMPLOYMENT CLASSIFICATION: Seasonal

PAY TYPE: Hourly

RANGE: LS – Range 2

LATEST REVISION DATE: 4/2018

POSITION SUMMARY

The Before & After School Site Leader is responsible for planning, leading and supervising recreational activities for elementary school age participants. Site Leader is also responsible for providing a safe, fun and comfortable atmosphere for all. Work schedule coincides with Green Bay School District school schedule.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Supervise program staff.
- Plans written weekly objectives.
- Organizes and conducts a variety of interesting, well-planned activities to children.
- Prepares necessary reports and forms, as required.
- Checks facilities and play areas on a daily basis for unsafe situations.
- Reports all significant events, problems, issues or occurrences to immediate supervisor.
- Observes and follows safety rules at all times.
- Wears staff shirt at all times, unless otherwise notified by immediate supervisor.
- Develops positive relationships with program participants, their families and general public.
- Reports to work on time and does not leave until closing time, unless directed by immediate supervisor.
- Assures safe keeping of all equipment.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES

- Ability to work with school age children.
- Ability to participate in a variety of activities.
- Knowledge of numerous activities (sports, arts & crafts, nature, passive or active).
- Personable, enthusiastic, patient, and have leadership qualities.
- Ability to interact well with people - Good people/interpersonal skills.

REQUIRED EXPERIENCE, EDUCATION AND TRAINING

- High school diploma or equivalent.
- Prior experience in programming activities for children.

Other Requirements

- Must be at least 18 years of age.
- A commitment to working with school age children in a recreational setting, as well as the ability to work with diverse populations, is required.
- Must have transportation means to and from work site.

PHYSICAL DEMANDS

- Position requires sitting, standing and physical activity.

This job description is intended to describe the functions and minimum requirements for the performance of this job. It is not to be construed as an exhaustive statement of all duties, responsibilities or requirements. In addition, the Village reserves the right to add, change or delete functions of this position at any time. This job description supersedes all previous job descriptions for this position.