



Job Posting

Before & After School Program Activity Leader Village of Bellevue, Brown County

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

SPECIFIC JOB RESPONSIBILITIES & TASKS:

- Checks facilities and play areas daily for unsafe situations.
- Reports all significant events, problems, issues, or occurrences to immediate supervisor.
- Always observes and follow safety rules.
- Wears staff shirt always, unless otherwise stated by immediate supervisor.
- Develops positive relationships with program participants, their families, and general public.
- Reports to work on time and does not leave their job until closing or unless directed by immediate supervisor.
- Assures the safe keeping of all equipment.

QUALIFICATIONS

- Prior experience in programming activities for children.
- 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 be at least 16 years of age.
- Must have transportation means to and from work site.

Visit the Job Opportunities page on our website, VillageOfBellevueWI.gov to see the full job description.

HOW TO APPLY

To apply for this position, download an application from our website . Email Once completed, email it to Employment@VillageOfBellevueWI.gov or mail a copy to:

Village of Bellevue
Attn: Human Resources
2828 Allouez Ave
Bellevue, WI 54311

CLOSING DATE

This is a **seasonal position** with a starting hourly hiring rate of \$15/hr. The position is open until filled.

The Village of Bellevue values a diverse workplace where all are welcome and strongly encourages women, people of color, LGBTQ individuals, people with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.