



City of Port Washington Parks & Recreation Department Job Announcement

Playground Coordinator Seasonal Position

GENERAL FUNCTION

The summer Playground Coordinator is responsible for directly supervising the Playground staff and coordinating all facets of the Playground Program. Including directing and managing overall daily operations of the designated Park Sites and supervision and training of staff. This position is also responsible for the health, safety, and welfare of those attending the playground program. This position is under direct supervision of the Recreation Director. The Playground Coordinator is responsible for following and carrying out all the workplace expectations and policies of the playground program.

SPECIFIC JOB RESPONSIBILITIES

- Establish, monitor and evaluate park site programs, activities and services.
- Assist in Training and Supervision of Playground Leaders
- Develop the weekly themes and craft projects in a timely fashion
- Develop and manage park budget and control expenditures against budget.
- Purchase supplies to support the daily activities, weekly themes, and craft projects
- Conduct weekly staff meetings and planning sessions
- Create a nurturing, positive and professional environment while promoting program policies and procedures amongst staff and community.
- Maintain inventory on equipment and maintain orderly equipment storage
- Notify the parks and Recreation Department of any accidents, rescues, or problems that have occurred

QUALIFICATIONS

- The minimum age is 18 years
- Ability to work effectively with children and adults
- Commitment to a positive, fun and team oriented working environment
- Demonstrates responsibility, dependability, and maturity
- Strong interpersonal and communication skills
- Preferred applicant must have 2-3 years of experience of organizing activities for small children.
- Knowledge and understanding of people with intellectual and physical disabilities
- Current First Aid and CPR certification preferred

- Any other additional duties required or assigned

SKILLS

The successful applicant shall illustrate extensive experience in program planning. They shall offer evidence of an organized work style, communication skills, and team building. The summer Playground Program requires considerable time to plan. Strong communication skills, both verbal and written needed.

PHYSICAL SKILLS

The position requires mobility in various conditions. Applicant must be able to sit, stand or walk for extended periods of time. They must be able to squat or bend to communicate at youths' level. They must be able to participate in physical activities throughout the facilities, in the parks and/or on field trips. The position requires working outside in warm temperatures (June through August)

More info online at portwashington.recdesk.com under the Job Opportunities tab

Days/Hours: Weekdays from June 15 – August 7, 2020
Training will start June 8, 2020
Mondays- Fridays
12:30pm – 5:00pm; *Additional training hours may be required*

Closing Date: Until Filled

Starting Rate: \$2,500 stipend per season

The City of Port Washington is an Equal Opportunity and Reasonable Accommodation Employer.