

MADISON METROPOLITAN SCHOOL DISTRICT

EMPLOYMENT

OPPORTUNITIES

Apply to: Human Resources, Room 133, 545 W. Dayton St.
Madison, WI 53703 (608) 663-1864 Phone (608) 204-0346 Fax
<http://hrweb.madison.k12.wi.us/jobs>

OPEN TO ALL APPLICANTS

TITLE: Recreation Specialist – Community Learning Center – 12 month
WORK LOCATION: MSCR
HOURS PER WEEK: Full Time (Salaried)
ANNUAL SALARY RANGE \$42,617.25 to \$59,422.35

DATE POSTED: July 20, 2012
SALARY GRADE: 1
UNION REPRESENTED: No
DEADLINE TO APPLY: August 3, 2012

This is a non union professional position exempt from FLSA

GENERAL RESPONSIBILITIES: The purpose of this position is to manage and supervise Community Learning Center (CLC) academic support and enrichment programs, school year Safe Haven after school and Summer Recreation and Enrichment Center (SREC) programs and other school-based MSCR activities.

EXAMPLES OF DUTIES:

The following responsibilities are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties will be required and assigned.

- Design, implement and supervise CLC academic and enrichment after school programs, after-school childcare and evening student and family enrichment programs. May supervise multiple school sites.
- Serve as on-site supervisor for programs at home school.
- Develop, promotes, and coordinates childcare programs on non-school days.
- Establish physically and emotionally safe program environments. Ensure compliance with District and Young Star quality standards.
- Serve as a liaison between MSCR, school personnel, community members, parents and community agencies.
- Train, supervise and evaluate staff and volunteers.
- Develop work schedules for staff, collect timesheets, submit and approve payroll.
- Work with school principal, community members, parents and students to assess needs, resolve problems and concerns.
- Work with community agencies in collaborative partnerships to maximize resources and bring community resources into the programs
- Order and distribute program supplies and equipment.
- Manage site level program budgets.
- Develop, distribute, collect and process participant registration forms and payments.
- Keep participation records, submit attendance reports and monthly summary reports.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

- Ability to work independently and to effectively supervise personnel and volunteers.
- Ability to communicate effectively with diverse clientele and staff both orally and in writing.
- Knowledge of and/or experience with childcare accreditation (eg. Young Star Child Care rating system).
- Experience working with students and families from diverse cultural and economic backgrounds.
- Ability to communicate effectively, verbally and in writing, with diverse students, staff, and community members.
- Ability to operate a variety of office equipment, such as a computer, FAX, copier.
- Bilingual in Spanish is a plus.

- Experience working cross-culturally and/or commitment to work toward improving one's own cultural competence, i.e., valuing difference/diversity, recognizing personal limitations in one's skills and expertise, and having the desire to learn in these areas.

MINIMUM QUALIFICATIONS:

- Bachelor's degree preferred with a degree in Recreation Administration, Elementary or Physical Education, Social Work, Psychology or related field, with 36 related credits (management, supervision, child development).
- High school diploma or GED required, with a minimum of two years of post-high school education and two or more years of experience managing youth programs, school-age childcare and/or after school programs, or any combination of education and experience that provides equivalent knowledge, skills and abilities.
- Proficiency with Microsoft Word and Excel software.

APPLICATION PROCEDURE:

All applications, including applications for transfer, promotion or demotion and Experience Inventory must be on file in the **Department of Human Resources** no later than 4:15 p.m. on **the deadline date.**

SELECTION PROCESS:

All completed applications on file in the **Department of Human Resources** as of the due date will be evaluated. Applicants may also be required to satisfactorily complete a written examination or skills test. The most qualified applicant(s) will be referred to the hiring authority for an interview.

Please apply on line at <http://hrweb.madison.k12.wi.us/jobs>