

MADISON METROPOLITAN SCHOOL DISTRICT

EMPLOYMENT

OPPORTUNITIES

**Apply to: Human Resources, Room 133, 545 W. Dayton St.
Madison, WI 53703 (608) 663-1693 Phone (608) 204-0346 Fax
<http://hrweb.madison.k12.wi.us/jobs>**

OPEN TO ALL APPLICANTS

POSITION: Middle School Activity Director

DATE POSTED: July 20, 2012

WORK LOCATION: MSCR

HOURS OF WORK: 10:00 a.m. - 6:30 p.m. or 12:00 p.m-8:30 p.m.

HOURS PER WEEK: 38.75

HOURLY STARTING PAY RATE: \$16.00

UNION REPRESENTED: No

DEADLINE TO APPLY: August 3, 2012

GENERAL RESPONSIBILITIES:

The purpose of this position is to develop, promote and coordinate a variety of activities for middle school students in a safe and enriching environment.

EXAMPLES OF DUTIES:

- Develop and implement a variety of after school recreational, social and academic programs at Spring Harbor and Hamilton middle schools.
- Recruit club leaders, sport coaches and volunteers from within and outside of school staff.
- Hire and supervise staff for a variety of after school programs including clubs, sports, academic support and a recreation center.
- Develop work schedules, assign staff and oversee daily work.
- Conduct program visits to monitor program effectiveness, provide feedback to staff, assist in trouble shooting and problem solving.
- Supervise and support AmeriCorps member at each school site. Monitor staff compliance with AmeriCorps requirements.
- Promote clubs and intramural sports to students and teachers within the school setting. Work with school staff to disseminate information to parents with outreach efforts to families about after school opportunities.
- Disseminate "best practices" information to paid staff involved in providing educational and recreational services to middle school students.
- Serve as a liaison between MSCR supervisor and school personnel.
- Track participation statistics, maintain necessary records and submits required reports.
- Order supplies, monitor expenditures to stay within budget.
- Ensure that staff and participants follow MSCR and District policies and procedures.
- Attend appropriate team, staff and school meetings.
- Create a physically and emotionally safe program environment.
- Other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

- High school diploma and at least two years of post high school education in recreation, education, community organizing, volunteer coordination or related field
- At least one year of related experience in developing, managing, leading and evaluating recreation programs, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- Strong organizational skills, detail oriented and recreation program planning knowledge and experience.
- Ability to collaborate and communicate effectively, verbally and in writing, with staff, customers and community organizations.
- Proven leadership abilities and effective problem solving skills.

- Commitment to teamwork and partnership building.
- Proficiency with Microsoft Word and Excel software.
- 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:

- Experience working with individuals and families from diverse cultural and economic backgrounds.
- Excellent problem solving abilities and conflict resolution skills.
- Ability to perform when confronted with emergency, unusual and/or crisis situations.
- Ability to communicate effectively, verbally and in writing, with racially and culturally diverse participants, staff, parents, school staff and with the community.

DESIRED QUALIFICATIONS:

- Experienced in positive youth development – preferably with middle school students
- Bi-lingual in Spanish
- First Aid and/or CPR certification

APPLICATION PROCEDURE:

All applications and responses to the 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.

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