



**MILWAUKEE
PUBLIC SCHOOLS**

Milwaukee Public Schools
Department of Recreation and
Community Services

PART-TIME RECREATION EMPLOYEE

Appendix N (PACC) -
Community Center
Building Staff Manual

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DISCLAIMER

This manual outlines the policies and procedures for part-time building staff. Nothing contained in this manual creates, or is intended to create, a contract of employment, and the policies, procedures, and rules described therein are subject to change at the discretion of the District at any time. **Please note: You are subject to the policies of the Recreation Department found in the Part-Time Recreation Employee Manual and to the policies of the Milwaukee Board of School Directors.** Some, but not all, of the Milwaukee Board of School Directors policies are included in the Part-Time Recreation Employee Manual.

ROLES AND EXPECTATIONS (ATTACHMENTS 10 AND 11)

Building staff are the direct service providers of the Community Center program. The success of the program is dependent upon the energy, attitude, and commitment of all staff; program and non-program alike. In our efforts to communicate what is expected of building staff, we have outlined a set of expectations. Performance evaluations for building staff will be based on the following expectations as well as his/her position description.

All building staff are expected to:

1. Understand and abide by the policies and procedures as detailed in the Part-Time Recreation Employee Manual, including Appendices.
2. Sign in at the recreation desk/ office prior to performing staff duties and sign out at the end of the shift.
3. Always wear a visible, MPS Recreation issued staff shirt.
4. Maintain a clean and neat appearance. Wear only loose fitting pants/jeans with rubber soled shoes or gym shoes. Open toe shoes are not permitted.
5. Refrain from wearing hats, scarves, or any other head gear in the building while working.
6. Report to work each scheduled day at the scheduled time.
7. Promote positive language and behavior by setting a good example.
8. Enforce all Milwaukee Public Schools & Milwaukee Recreation Department rules.
9. Attend all scheduled in-services.
10. Direct participants and guests to their program.
11. Possess working knowledge of programs offered for current season at his/her center.
12. Refrain from participating in classes or other activities while working.
13. Refrain from performing personal duties during work hours.
14. Be able to set up/break down program areas as needed.
15. Distribute and collect class rosters from instructors on a daily basis.
16. Develop healthy relationships with the children, adults, and staff in the community.
17. Effectively communicate with patrons regarding class cancellations.
18. Be professional in the work place at all times.
19. Assist with program registrations.
20. Complete all other duties and/or projects as assigned.

Building Directors are expected to (in addition to the all staff expectations above):

1. Attend training and attain certification in First Aid and CPR.
2. Supervise monitors, instructors, and aquatics staff.
3. Effectively communicate with school engineers, principals, building staff, and patrons regarding community center issues.
4. Assist with assigning staff to work locations.
5. Complete paperwork correctly and promptly. This includes:
 - a. Attendance sheets

- b. Incident/ Accident forms
- c. Registration forms
- d. Merchandise Inventory (if applicable)
- e. Income Reports (if applicable)
- f. Cash deposits
6. Complete and turn in accurate bi-weekly payroll information and attendance to the Recreation Supervisor or designee. Ensure the completion of payroll if a Clerk is on staff.
7. Ensure class evaluations are being completed and turn over to supervisor.
8. Assist with aquatics programs including swim cap sales, staff supervision, pool maintenance issues, and communicating with building engineer.
9. Report all incidents and accidents to your supervisor immediately and refer to the emergency procedure document.
10. Manage all inventories, cash handling, and its documentation (if applicable).

Building Monitors are expected to (in addition to the all staff expectations above):

1. Maintain daily communication with the building director.
2. Maintain constant surveillance of your assigned area unless directed otherwise.
3. Report all incidents and accidents immediately to the Building Director or other designee.

Clerks are expected to (in addition to the all staff expectations above):

1. Complete and turn in accurate, bi-weekly payroll information to the Recreation Supervisor or designee:
 - a. Obtain signed authorization from each employee for each timecard.
2. Manage the staff sign in/out log book.
3. Maintain daily communication with the building director.
4. Maintain constant surveillance of your assigned area unless directed otherwise.
5. Report all incidents and accidents immediately to the Building Director or other designee.

Program Instructors are expected to:

1. Prepare an agenda or lesson plan for the duration of the program. This will help ensure you cover all pertinent points throughout the program.
2. Arrive early enough to set-up for your class.
3. Sign in at the Recreation check in desk/office and pick up your class attendance sheet.
4. Start your class on time.
5. Introduce yourself and give a brief background of your experience with the activity:
 - a. Example: Hello and welcome to XYZ Class. My name is Jane Doe and I have been teaching XYZ for the last 5 years.
 - b. Briefly describe what will be covered throughout the class.
6. Work to memorize participant's names.
7. Provide a recap of the previous class each time the group meets.
8. Take attendance each time your class meets.
9. For children's activities:
 - a. Explain to parents why they may not be allowed to observe the class (i.e. Parental influence can impact the focus and retention of material).
10. Make sure each child is picked up after the class by a parent/guardian. If the parent/guardian is running late, the children remaining are your responsibility. If you cannot stay with participants, you must make arrangements for building staff to supervise them.
11. Distribute and collect class evaluations for each session.

12. Clean up anything for which you are responsible. Leave the activity space in the same condition or better than you found it.
13. Sign out at the Recreation desk/office, return your attendance sheet, and communicate to building staff any comments, concerns, or needs you may have.

***Complete list of duties and expectations are found in the Program Instructor Manual located at each community center.**

Community Center Manual Reference:

- **Attachment 10: Community Center Position Descriptions**
- **Attachment 11: Staff Evaluations**

AQUATICS (ATTACHMENTS 3, 4, AND 9)

Building staff should understand processes and policies that relate to Aquatics within the community center. Lifeguards are primarily responsible for the general operations of the pool and accompanying programs; however, building staff should understand pool opening and closing procedures as well as general safety practices within the pool area.

Pool Opening Procedures:

1. A certified lifeguard **MUST BE PRESENT** for a pool to be open.
2. Sign-in with the building director.
3. If necessary, change into uniform. Do not allow pool to be open to public – even if not entering water, until at least one lifeguard is in proper uniform.
4. Open the locker rooms.
5. Make sure that the back board is readily available in pool area (if it is in the office take it to the pool deck). Check the straps, buckles and head piece.
6. Take a walk around the pool and check for any debris and make sure that all equipment is in place. Evaluate condition of water. Be sure to see grates on bottom of deep end.
7. Bring the first aid kit into the pool area. Open it and arrange items accordingly.
8. All guards must wear a first aid fanny pack.
9. Check the phone to make sure it is working.
10. Guards report to stations with rescue tubes in hand.
11. During lessons make sure that all teaching materials are readily available.

Pool Closing Procedures:

1. Clear the pool area of all patrons using one long whistle blast.
2. Close the locker room doors entering the pool area. If patrons are expected to use an alternate EXIT door (last class of day) inform them of where to exit before locking doors.
3. Guards return rescue tubes to their appropriate positions.
4. First aid kit is checked and call is made to Aquatics Office for needed items.
5. Take a walk around the pool to make sure there is nothing on the bottom of the pool (i.e., fecal material, toys or bodies)
6. Check the storage area to make sure that all equipment is neatly put away.
7. Make sure that the office is clean and all garbage is placed in receptacle. Place all teaching materials in cabinet, if provided or place in a neat pile.
8. Make sure no one is left in the locker rooms or pool office and lock the doors. PUSH the doors shut and PULL on them to make sure they latched shut. (“Push & Pull”)
9. Report any necessary information to the building director and sign-out.

Open Swim:

Open swim is a drop-in program that is free to patrons. Due to liability and the potential for emergencies in the pool, **ALL SWIMMERS** must complete an Open Swim Registration Card prior to getting in the water.

If you have adult patrons that complain of this procedure, please reply that it is “a measure taken for their own safety and that in the event of an emergency, especially a medical emergency, it is imperative for us to have contact information”.

Pool Rules:

It is absolutely necessary that these rules are known and enforced at all times. No exceptions will be made without approval from the building director and swim supervisor. These rules will be universal for all Milwaukee Recreation pools.

1. All individuals using the pool facilities must adhere to all posted rules.
2. No person is permitted in the pool area unless a lifeguard is on duty.
3. A shower must be taken by all individuals entering the pool.
4. Swim caps must be worn by all individuals entering the pool. (Exception made for infants and water exercise participants.)
5. Swimsuits must meet safe, clean, modest standards. No T-shirts, denim or other cotton clothing may be worn.
6. Jewelry may not be worn in the pool.
7. Patrons with open sores, rashes or other medical conditions will be excluded from pool use until medically approved.
8. Non-swimmers must remain in shallow water area. (chest deep water)
9. Children under 7 must be accompanied by parent/guardian in the water.
10. Flotation devices are not allowed during open swim.
11. No toys are allowed in the pool during community swim. (Exceptions made for persons with physical disabilities.)
12. Running, pushing, dunking, rough play, jumping too close to or upsetting other swimmers will not be permitted.
13. Food, gum, and glass containers are not permitted in pool area or on deck.
14. Vulgar language, tobacco products and alcohol are strictly prohibited.
15. No diving in shallow water.
16. Only those that are swimming may enter pool area during community swim. All others must wait in lobby, not in pool area (i.e. Bleachers.)
17. No baseball caps may be worn in the pool area.
18. Excessive displays of affection are not allowed in the pool area.
19. Music will not be played at any time while patrons are in the pool area. Radios can only be used for water aerobics and appropriate music (without profanities) should be used.

Diving Board Rules:

1. To qualify to swim in deep water, a person must be able to swim two widths of the pool without stopping. Test is administered by a lifeguard.
2. Only one person on the diving board at a time (all others wait on deck.)
3. Only one bounce off the diving board.
4. No stunts.
5. After going off the diving board, swimmers should use the appropriate side of the pool to exit. Never swim underneath the diving board.

6. No diving from the side of the board.
7. No swimming in the diving area.
8. Only one board is to be used at a time (unless second is approved by the head lifeguard).

Aquatic Emergencies:

Building staff are expected to assist lifeguards should an aquatic emergency occur. Milwaukee Recreation expects staff to respond to any situation to the best of their ability and no less.

If an emergency should occur, the lifeguard **closest** to the primary rescuer becomes the secondary rescuer. Lifeguards must be familiar with who is standing to your left and your right. In the event of the primary rescuer needing assistance, the closest guard should be called by name to assist them in the water or watch their zone of coverage. Lifeguards must be prepared, in rescue ready position, at all times to assist a rescuer or become the primary rescuer.

Communication:

Whistles – Each lifeguard must have a whistle on them at all times. This is a mandatory part of your uniform. Remember, whistles are wrapped around the wrist; never on neck.

- a) **One short blast** – Use to gain attention of a patron in the pool area. It is most effective when accompanied by hand gestures and vocalizing what you need.
- b) **Two short blasts** – Gains the attention of other lifeguards.
- c) **One long blast** – Activates the emergency action plan / closes the pool.

Hand signals - Usually accompany the use of a whistle blast. Hold hand signals long enough so that other staff members or patrons know what you need.

- a) **Pointing** – Gives direction to patrons and staff.
- b) **Raised clenched fist** – If a lifeguard needs assistance from fellow staff members.

Other communication – If any of the following equipment is provided, it is essential that you take advantage of it to make your job more effective.

- a) **Telephones** – Phones in the pool area should only be used when absolutely necessary. The telephones are your contact to the EMS and building director. They are not to be used for personal calls.
- b) **Two-way Radio** – Radios are used both for emergency situations and security. Radios should not distract from a lifeguard's primary responsibilities.

Megaphones – Used for announcements, communicating with other lifeguards, and reprimanding patrons.

Community Center Manual Reference:

- **Attachment 3: Locker Room Privacy Policy**
- **Attachment 4: Aquatics Emergency Action Plan**
- **Attachment 9: SAMPLE of the Open Swim Registration Card**

CLASS CANCELLATIONS/POSTPONEMENT (ATTACHMENT 5)

SCHOOL CANCELLATIONS:

When MPS schools are closed prior to the start of the school day, all afternoon and evening recreation and interscholastic athletics are cancelled.

If the District issues a **weather emergency**, which means schools may dismiss students (who walk to school) at noon, all afternoon and evening recreation Department and interscholastic activities will automatically be cancelled.

Regardless of the reason for cancellation, if you are asked to make phone calls to notify participants of a class cancellation, please follow these guidelines:

1. One time program cancellation:

Reference the class roster and call all patrons to inform them that their class has been cancelled.

- a. State the name of the class that is cancelled and the patron's name. It is not unusual to have multiple registrations from the same family. Call all available numbers until contact is made.
- b. **When or if contact is made, verify that you have the correct address and preferred contact information.**

2. Make a note of who you spoke with or where you left the message using the following codes:

TWP - Talked with the Person/Parent (*Registered person or their parent/guardian*)

TW - Talked with and the name of the person whom you talked with (*i.e. TW Bob*)

LM- Left a message with an answering service

NA- No answer and no answering service

- a. The above coding is important in the event the participant does not get the cancellation message. This documentation will provide a record of our attempt to contact them.
- b. *Make the notation on the roster directly next to the participant's name.
- c. ****Make 2 attempts to contact the customer.**

3. If the program is cancelled for the season:

- a. If you speak with the participant or parent/guardian (for youth class), offer them at least two other similar classes (to transfer into) before offering them a refund.
- b. Make sure the classes you are offering are not expected to be cancelled. (The classes may already be listed for you or you may have to research them.)

4. Make a notation next to the participants name regarding if they request a transfer or refund.

- a. If a transfer is requested, make sure to include the course # of the program they will be transferring into.
- b. **ALL ROSTERS AND REFUND/TRANSFER REQUESTS SHOULD BE FORWARDED TO THE RECREATION SUPERVISOR IMMEDIATELY FOR PROCESSING!**

Community Center Manual Reference:

- **Attachment 5: Class Cancellation/Postponement Phone Script.**

COMMUNITY CENTER PHONE USE (ATTACHMENT 6)

Each community center has a telephone available for business purposes only. Staff are to refrain from using community center phones for personal use. Participant use of community center phones (calling for a ride, etc.) should be kept to a minimum.

Long Distance Phone Use:

Some community centers have long distance phone access to assist in ensuring that staff are able to contact all program participants.

If your site has long distance access, the following procedures should be followed. Only Community Center Directors and Clerks are to have access to these procedures.

1. When placing a long distance call, enter the following string of numbers: *30532
2. When you receive a dial tone, enter 9-1-AREA CODE followed by the 7 digit telephone number. If you do NOT receive a dial tone, press the # sign, then enter 9-1-AREA CODE followed by 7 digit number.
3. If you continue to experience problems, please notify your Supervisor.

Please note that the placing of long distance calls via this service is only for Milwaukee Public Schools business. The service will be monitored on a monthly basis.

Community Center Manual Reference:

- **Attachment 6: General Use Phone Script.**

FACILITY ACCESS

In the event that a facility is locked and you do not have facility key, you should immediately contact your Recreation Supervisor and the building engineer (if in possession of his/her number).

If the Recreation Supervisor and building engineer cannot be reached, staff should immediately call the Engineer Emergency Pager number at 283-4752.

FACILITY KEY USE

On occasion, employees are issued keys to access his/her community center. If you are issued a key, you must complete a key assignment card (provided by your supervisor) and return to the Recreation Supervisor.

Please adhere to the following:

1. Do not lose your key.
2. Always keep keys with you or put them in a safe place.
3. Do not “loan” your key to another staff member.

*If you lose your keys, immediately report the loss to the Recreation Supervisor. You will be charged a fee per key.

FACILITY PERMITS

All community groups interested in reserving facility space at the school must have a permit issued from Central Office. Please refer all requests for use of the school/grounds to your Recreation Supervisor. The Facility Permits office phone number is 475-8572

OPENING, CLOSING, AND SHIFT PROCEDURES

Below is a listing of general community center shift procedures. Each community center may have additional duties that must be completed at the beginning, during, and ending of each shift. This list is not intended to be exhaustive.

Opening Procedures:

1. Make sure all necessary doors (activity space, bathrooms, etc.) are accessible and all necessary lights are on.
 - a. Prop open interior doors needed but keep them LOCKED (where applicable). This allows to more easily secure the facility should the need arise.
 - b. NEVER prop open outside doors!**
2. Conduct an opening sweep (facility walk through).
3. Ensure facility cleanliness.
4. *Contact an engineer if an issue arises.

Conducted Throughout Shift:

1. Maintain communication with Building Engineer for the duration of shift.
2. Setup programs and/or program space per instructions from Building Director and/or Recreation Supervisor.
3. Assist instructors upon arrival (if needed).
4. Check in on each activity and confirm attendance.
5. Assist in answering questions and registering participants.
6. Direct participants and guests to their program.
7. Monitor cash registers, merchandise (swim caps, snack bar food), and personal valuables.

Closing Procedures:

1. Make sure all equipment, merchandise, and valuables, are locked up.
2. Make sure all participants, guests, and employees are out of the building.
 - a. Conduct a sweep of all spaces used by Milwaukee Recreation, including locker rooms.
3. Make sure all doors are locked and all lights are turned off.

PROGRAM REGISTRATION AND CASH HANDLING (ATTACHMENT 7 AND APPENDIX K)

Participants may choose 1 of 5 ways to register for any MPS Recreation program. These are: On-line, Drop-off (at Central Services or any one of our Community Centers), Fax, Mail, and special registration events held each season (when offered). Page 2 of every Activity Guide provides detailed information regarding each season's registration schedule.

Processing Registrations:

1. If using carbon copy forms, give the pink sheet to the customer, keep the yellow sheet for the site, and give the white sheet to your supervisor (with payment e.g. check, cash, or credit card info).

2. If using the registration form from the Activity Guide or other copy, make two copies of the completed form. Give one to the registrant, file one at the site, and give the original to your supervisor.
3. Payment Type:
 - a. **Credit Card (Visa or MasterCard only):** Verify the credit card information before sending them on their way (confirm the card number, expiration date, and signature).
 - b. **Check:** Place a checkmark in the box labeled “Check”, and make sure the check number is written on the line to the right of the box. Paper clip the check to the form.
 - c. **Cash:** Place a checkmark in the box labeled “Cash” and paper clip bills to the registration form.
4. Initial and date the registration form confirming receipt of payment.

Reduced Activity Fee (Youth classes ONLY):

All MPS students (17 and under) are eligible for reduced fees. Youth classes over \$10 are eligible for a \$5 discount. Youth classes over \$30 are eligible for a \$10 discount.

*Most field trips, special events, and admission fees are not eligible and are so noted in the class description.

**** Non-MPS students must provide free/reduced lunch eligibility documentation at the time of registration.**

***A legal guardian must read and sign box B (Free/Reduced Lunch Discount) on the registration form.

Community Center Attachment Reference:

- **Attachment 7: Registration and Cash Handling Procedures**

Part-Time Recreation Employee Manual Reference:

- **Appendix K: Program Registration form**

SNACK BAR INVENTORY AND CASH HANDLING (APPENDIX F AND K)

Building staff may be assigned inventory and cash handling duties if a snack bar, concession stand, and/or merchandise sales are present at his/her community center. See Program Registrations/Cash Handling for registration cash handling procedures.

Part-Time Recreation Employee Manual Reference:

- **Appendix F: Snack Bar Inventory and Cash Handling Procedures**
- **Appendix K: Snack Bar Inventory and Income Report form(s)**



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Community Services

PART-TIME RECREATION EMPLOYEE

Appendix N (PACC) –
Community Center
Attachment 1:
Mandatory Signature Forms

COMMUNITY CENTER BUILDING STAFF MANUAL MANDATORY ACKNOWLEDGEMENT AND DISCLAIMER

To be signed and returned to the Recreation Division for placement in the employee's personnel file.

I acknowledge that I have been provided a copy of the Milwaukee Public Schools Part-Time Community Center Building Staff Manual (*hereinafter referred to as Manual*) and I am responsible for the provisions contained herein. I understand that the Milwaukee Public Schools Department of Recreation and Community Services may modify or eliminate the terms described in this Manual at any time, with or without prior notice.

I understand that the Manual and any provisions contained in it do not constitute a guarantee of employment, a guarantee of any other rights or benefits, or a contract of employment, express or implied.

This Manual and its Attachments, as well as the Recreation Department's Part-Time Recreation Employee Manual, can be found online www.milwaukeeerecreation.net/employee/. The District's Employee Handbook, Administrative Policies and Procedures, and any subsequent updates are available on the [Employee Relations](http://www.milwaukeeerecreation.net/employee/updates.pdf) page on the MPS website.

I understand that it is my responsibility to stay informed of Recreation Department policy and procedure updates by visiting the Policy and Procedure Updates link at <http://www.milwaukeeerecreation.net/employee/updates.pdf> as needed.

Employee Name (Printed)

Employee ID# (if known)

Employee Signature

Date

PHONE USE AGREEMENT

When standard phones are issued to serve as the main contact number for Community Center business, it is imperative that the guidelines below are followed.

- 1) Phones are not to be removed from the Community Center.
- 2) Phones should be stored in a locked office/secure location at the end of each program day.
- 3) Community Center phones are to be used for MPS business only. Making personal calls is not permitted. Personal calls made will be charged to the individuals responsible and may result in disciplinary action.
- 4) Business calls should be limited to 5 minutes.
- 5) Accepting collect calls is prohibited.

I have read and understand the Community Center Phone Use Agreement.

I further understand that the abuse or misuse of this phone will lead to discipline up to and including termination.

Building Staff Signature

Date

Recreation Supervisor Signature

Date

CELLULAR PHONE USE AGREEMENT

When cell phones are issued to serve as the main contact number for Community Center business, it is imperative that the guidelines below are followed.

- 1) Cell phones should be stored in a locked and secure location at the end of each program day.
- 2) Cell phones should not be removed from the Community Center without prior approval from a Recreation Supervisor or if a secure location for storage is not available on site.
- 3) Cell phones should be charged as frequently as possible to ensure maximum use during business hours.
- 4) Community Center cell phones are to be used for MPS business only. Making personal calls is not permitted. Personal calls made will be charged to the individuals responsible and may result in disciplinary action.
- 5) Community Center cell phones feature voicemail which should be checked regularly. Recreation Supervisors are responsible for setting up the recorded greeting. An alternate daytime phone number should be provided as a part of the greeting.
- 6) Business calls should be limited to 5 minutes.
- 7) Community Center cell phones and chargers must be returned to the Recreation Supervisor or designee when there is a break in programming of three (3) weeks or more.

I have read and understand the Community Center Cell Phone Use Agreement and have received the phone assigned to _____ Community Center with the following phone number

_____ - _____.

I further understand that the abuse or misuse of this phone will lead to discipline up to and including termination.

Building Staff Signature

Date

Recreation Supervisor Signature

Date



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Milwaukee Public Schools
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PART-TIME RECREATION EMPLOYEE

Appendix N (PACC) –
Community Center
Attachment 2:
Community Center
Locations & Codes

COMMUNITY CENTER LOCATIONS

	LOCATION	PHONE	ADDRESS	DAYS	HOURS	SEASONS
1	Alcott	475-8937	3563 S. 97 th	M, W	4-7:30p	Fall, Winter, Spring
2	Bay View	610-5635	2751 S. Lenox	T, Th, Sa	5:30-8:30p (T/Th), 8:30a-12:30p (Sa)	Fall, Winter, Spring
				M-Th, Sa	5-9p (M-W), 9a-4p (Th), 8a-12:30p (Sa)	Summer
3	Beulah Brinton	481-2494	2555 S. Bay	M-Sat	8:30a-9p (M-F), 8a-5p (Sa)	Year round
4	Cooper	610-5635	5143 S. 21 st	T, Th	4-8:30p	Fall, Winter, Spring
5	Custer (Obama/SCTE)	475-8814	5075 N. Sherman	M-Th	5-9p	Summer
6	81 st Street	475-8121	2964 N. 81 st	M, T, W	5:30-8p	Fall, Winter, Spring
7	Parkside (Fritsche)	610-5635	2969 S. Howell	M, W	4-9p	Fall, Winter, Spring
8	Gaenslen	475-8934	1250 E. Burleigh	M-Sa	5-9p (M-Th), 5-7:30p (F), 8a-4p (Sa)	Fall, Winter, Spring
					4-9p (M-F), 8a-5p (Sa)	Summer
9	Hamilton	327-9402	6215 W. Warnimount	M-Th, Sa	5-9p (M-Th), 7a-4p (Sa)	Fall, Winter, Spring
					12:30-9p (M-Th), 8a-4p (Sa)	Summer
10	MacDowell (Juneau)	610-5635	6415 W. Mt. Vernon	M-Th, Sa	5-9p (M-Th), 7a-4p (Sa)	Fall, Winter, Spring
				M-Sat	8a-9p (M-Th), 8a-12p (F), 8a-5p (Sa)	Summer
11	Madison	475-8596	8135 W. Florist	M-Th, Sa	5-9p (M-Th), 9a-3p (Sa)	Fall, Winter, Spring
				M-F	9a-12p	Summer
12	Morse-Marshall	393-2502	4141 N. 64 th	M-Th, Sa	5-9p (M-Th), 8a-5p (Sa)	Fall, Winter, Spring
					12:30-9p (M-Th), 8a-5p (Sa)	Summer

COMMUNITY CENTER ATTACHMENT 2 – COMMUNITY CENTER LOCATIONS

13	Milw. HS of the Arts	475-8940	2300 W. Highland	M, W, F	9:30a-4p	Summer
14	Milw. School of Languages	393-5739	8400 W. Burleigh	M, W, Th	6-9p	Fall, Winter, Spring
15	North Division	267-5077	1011 W. Center	M, W, Th, Sa	6-9p (M, W, Th), 8a-4p (Sa)	Fall, Winter, Spring
				M-F	9a-9p (M-Th), 8a-4p (Sa)	Summer
16	Parkside (Fritsche)	610-5635	2969 S. Howell	M, W	4-9p	Fall, Winter, Spring
17	Riverside	906-4959	1615 E. Locust	M-Sa	5-9p (M-F), 8a-5p (Sa)	Fall, Winter, Spring
				M-Sa	8a-9p (M-F) 8a-5p (Sa)	Summer
18	South Division	902-8377	1515 W. Lapham	M, W, Th	5:30-9p	Fall, Winter, Spring
				M-Sa	6a-9p (M-Th), 6a-4p (F), 7:30a-5p (Sa)	Summer
19	Washington	875-6025	2525 N. Sherman	M-Th, Sa	5:30-8p (M-Th), 9a-2p (Sa)	Fall, Winter, Spring
				M-Th	12-9p (M, W), 12-5p (T, Th)	Summer

COMMUNITY CENTER CODES

Playground Site	Location Code	Budget Code
Alcott	AL	RCC-0-0-PRC-AL-EWRC
Bay View	BV	RCC-0-0-PRC-BV-EWRC
Brinton Community Center	BN	RCC-0-0-PRC-BN-EWRC
Cooper School	CP	RCC-0-0-PRC-CP-EWRC
Custer (Obama/SCTE)	CT	RCC-0-0-PRC-CT-EWRC
81 st Street	81	RCC-0-0-PRC-81-EWRC
Gaenslen	GS	RCC-0-0-PRC-GS-EWRC
Hamilton	HA	RCC-0-0-PRC-HA-EWRC
MacDowell (Juneau)	JU	RCC-0-0-PRC-JU-EWRC
Madison	MA	RCC-0-0-PRC-MA-EWRC
Milwaukee HS of the Arts	MH	RCC-0-0-PRC-MH-EWRC
Milwaukee School of Languages	ML	RCC-0-0-PRC-ML-EWRC
Morse-Marshall	MR	RCC-0-0-PRC-MR-EWRC
North Division	ND	RCC-0-0-PRC-ND-EWRC
Parkside (Fritsche)	FR	RCC-0-0-PRC-FR-EWRC
Riverside	RS	RCC-0-0-PRC-RS-EWRC
South Division	SD	RCC-0-0-PRC-SD-EWRC
Washington	WA	RCC-0-0-PRC-WA-EWRC



**MILWAUKEE
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Milwaukee Public Schools
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PART-TIME RECREATION EMPLOYEE

Appendix N (PACC) –
Community Center
Attachment 3:
Administrative Policy 8.49 –
Locker Room Privacy

Administrative Policy 8.49

LOCKER ROOM PRIVACY

<i>History</i>	<i>Adopted 12-16-08</i>
<i>Previous Coding</i>	
<i>Legal Ref.</i>	<i>W.S. 175.22</i>
<i>Contract Ref.</i>	
<i>Cross Ref.</i>	

(1) The District shall observe measures intended to protect the privacy rights of individuals using school locker rooms. The following provisions outline the extent to which that protection can and will be provided.

- (a) Locker rooms are provided for the use of physical education students, athletes, Recreation Department and other activity groups, and individuals authorized by the building principal or by district policy.
- (b) No one will be permitted to enter into the locker room or remain in the locker room to interview or seek information from an individual in the locker room at any time. Such interviews may take place outside of the locker room, consistent with applicable district policies and/or school rules.
- (c) No cameras, video recorders, or other devices that can be used to record or transfer images may be used in the locker room at any time.
- (d) No person may use a cell phone to capture, record, or transfer a representation of a nude or partially nude person in the locker room or to take any other photo or video image of a person in the locker room.

(2) Students and staff violating this policy shall be subject to school or district disciplinary action and possible legal referral, if applicable. Other persons violating the policy may be subject to penalties outlined in the state law. The building principal or his/her designee or activity group/organization leader shall be responsible for enforcing this policy.

(3) This policy shall be publicized annually and posted in each locker room in the District.

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PART-TIME RECREATION EMPLOYEE

Appendix N (PACC) –
Community Center
Attachment 4:
Aquatics Emergency Action
Plan

AQUATICS EMERGENCY ACTION PLAN

No facility is complete without having a systematic procedure to follow in the event of an emergency. All staff members must be knowledgeable and comfortable with all procedures. Each staff member has assigned duties to perform during an emergency.

1	Recognize Emergency	
2	One long whistle blast	Alerts guards to clear pool
3	Appropriate entry into the water	Ease-in for spinal Stride/Compact jump for non-spinal
4	Secondary guard gets backboard and takes it to the primary rescuer	Assists primary guard in the water
5	Tertiary guard calls 911, Building Director. Tertiary guard the assists rescuer	Building Director assigns someone to call Aquatics Supervisor
6	Other guards clear pool area and control crowd Locker room attendants help control crowd	No one is allowed in pool area Patrons are kept in bleachers or against wall of pool area
7	Building Director meets EMS at outside door	Leads EMS to pool area
8	Rescuers backboard victim and apply all* straps and head immobilizer.(* Spinal – only chest strap is used WHEN CPR needed)	Remove victim from water as soon as secured to board
9	Rescuers provide any immediate care to victim	Control of bleeding, Rescue Breathing Treat for shock by covering with fire blanket Start CPR if needed.
10	EMS arrives	EMS takes over. Guards relay information about the incident that is needed.
11	Building Director calls parents of victim	“Your child has been in an accident at ____ pool and is being taken to the Hospital.”
12	Building Director and lifeguarding staff debrief on situation	Aquatic Supervisor should have arrived to scene to conduct debriefing session.
13	Primary rescuer fills out accident report	
14	Decision is made to allow patrons back into the pool area; may include supervisor.	There must be a back board present and lifeguards at stations



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Appendix N (PACC) –
Community Center
Attachment 5:
Class Cancellation /
Postponement Phone Script

CANCELLATION PHONE SCRIPT (FULL CANCELLATION)

Hello, this is **(your name)** calling from Milwaukee Recreation.

I am calling to inform you that the **(state the name of the class)** that was scheduled for **(day)** has been **CANCELLED**.

Can I interest you in another class?

There is **(state the name of the class)** being offered at **(location)** on **(day)** from **(time)**.

If they want to transfer:

Great! I am glad that we were able to find a class for you. I will process the transfer immediately. If for some reason that your name does not appear on the roster, let the staff know that your transfer is effective as of **(use tomorrow's date)** and that your name should appear on the updated roster.

If they don't want to transfer:

I am sorry that we were not able to find an alternate class for you. I will process a refund for you. The refund will be processed within two to four weeks. If you paid by credit/debit card, your refund will be credited back to that card. Payments made by cash or check will be refunded via check.

May I help you in any other way?

Thank you, and have a good **(morning/day/evening)**.

When leaving a message:

I am calling to inform you that the **(state the name of the class)** that was scheduled for **(day)** has been **CANCELLED**.

Please call **(Recreation Supervisor name)** to with your preference regarding a transfer, a credit to your account, or a refund. You can reach **(Recreation Supervisor Name)** at **(Recreation Supervisor office #)**. Sorry for any inconvenience this may have caused you and your family.

POSTPONEMENT PHONE SCRIPT (ONE SESSION)

Hello, this is **(your name)** calling from Milwaukee Recreation Department.

I am calling to inform you that the **(state the name of the class)** that was scheduled for **(day)** has been **POSTPONED (due to)** until **(state the next date and time)**.

When leaving a message add this:

If you have questions regarding this change, please contact **(Recreation Supervisor Name)** at **(Recreation Supervisor office #)**. Sorry for any inconvenience this may have caused you and your family.



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PART-TIME RECREATION EMPLOYEE

Appendix N (PACC) –
Community Center
Attachment 6:
General Use Phone Script

GENERAL USE PHONE SCRIPT

1. Always try to answer phones before the third ring. When answering, always state the name of the center (as your director/supervisor wishes you to state it) and your name in one of two ways:

- a. "Riverside Community Center, Barb speaking."

OR

- b. "Riverside Community Center; Barb speaking; how may I help you?"

****Ask your Recreation Supervisor which they prefer and then follow this every time.**

2. When a call is received for someone who is not in, always offer these remarks:

- a. "I'm sorry, but _____ isn't in. Can anyone else help you or may I take a message for him/her?"
- b. Messages - always get the name and phone number (even if the caller says the person has it already.) Always write the date and time of the call and your name on the message slip.
- c. If the caller asks when the person he is calling will be in, never give an exact time. Say, "She'll be in later this afternoon" ("this evening") ("tomorrow"). If you are pressed, politely answer that you can't predict the exact time their meeting will end.
- d. If the person being called is on vacation, you should know when he/she will be back, and tell the caller.
- e. If the caller is asking for a part-time staff member, say: "She teaches classes (or usually works) on (days) from (time) to (time). I can leave a message for him/her, if the call is work related, or you may try before or after that time.

OR

- f. "He works different hours each day depending on the program. I'll be happy to leave a message for him/her or have someone else call you."

****It's the responsibility of the person who answers the phone to see that messages are delivered. Ask your Recreation Supervisor where to put messages for him/her, and where to put messages for part-time staff.**

3. Personal calls - Do not make or receive personal calls on the center phones if it isn't urgent. If you must make or answer a personal call, limit the call to two minutes.
4. Ask your Recreation Supervisor to tell you who may use the telephone and under what circumstances. This may vary slightly among centers depending on what types of problems have been experienced.

5. When you're acting as Building Director, unless another person has been assigned to answer the phone, you are responsible for every call going out and coming in. Don't ask others to answer the phone unless it's an absolute emergency.
6. Use good judgment when assisting those who call the center asking for program participants. When in doubt, talk with your Recreation Supervisor. If a child calls, ask why they are calling. If an adult calls for his/her child(ren), you may or may not be able to page the child. It's all right to say:
 - a. "I'm sorry. I can't locate a child unless this is an emergency."
7. If it is an emergency, try sending one or two other participants/staff to look for the person being called while you remain at the desk.
8. **Never** give out home phone numbers of either staff or patrons registered in the program.
9. Try to handle the problems yourself. If a person wants information about a class, try to give the information. You may want to call the teacher and give him/her the message or question over the phone and ask him/her to respond, or get the answer to a question and return the call yourself.
10. Center phones are busy and staff are sometimes hard to reach on the phone. Be sure you understand why as it's usually a sign of a busy program. Be sympathetic; however, to those trying to get information or who have had difficulty reaching center staff.

If a caller is upset say:

- a. "I'm sorry you're having that problem. I'll do all I can to see that you get some help (or more information) as soon as possible."



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PART-TIME RECREATION EMPLOYEE

Appendix N (PACC) –
Community Center
Attachment 7:
Recreation Policy 5.6 – Cash
Deposits (Field
Registrations)



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Recreation Policy/Procedure 5.6

CASH DEPOSITS

(Field Registrations/Sales)

Policy Group:	5.0 Financial Management	Date Revised:	4/16/2015
Sub-section:	n/a	Date Approved:	Select Approved Date
Policy Number	5.6	Approved By:	Select Administrator
Location:	N:\POLICIES AND PROCEDURES INITIATIVE\Policy and Procedures\5.0 Financial Management		
Scope:	All MPS Recreation full-time and part-time employees		
Policy Disclaimer:	This policy may be revised anytime without notice. All revisions supersede prior policy and are effective immediately upon approval.		
Attachment(s):	5.6(f1) – Recreation Activity Registration Deposit Form		

POLICY

Recreation staff shall prepare deposits on a daily and/or nightly basis and must submit necessary paperwork and monies to Central Services for processing within 24 hours of receiving registrations and payment.

PURPOSE

To ensure the accuracy and timeliness of payment/transaction processing.

PROCEDURES

1. Organize registrations by cash, checks, and credit cards.
2. Class Registrations: Complete the Activity Registration Deposit form:
 - a. Total the number of registrations for each transaction type, the total \$ amount collected for each transaction type, and record totals on the appropriate lines.
 - b. Recreation Center Verification Lines: signed by the Building Director.
 - c. Submitted By Line: signed by the Recreation Supervisor.
 - d. Received By Line: if check/credit card payments only - then signed by secretarial staff delivered to. If cash, then signed by Tangela Jordan (or designee – see 6a below).
 - e. Central Office Verification Lines: if check/credit card payments only - then signed by secretarial staff delivered to. If cash, then signed by Tangela Jordan (or designee – see 6a below) within 24 hours.



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3. **Registration/Payment Submission:** Hand deliver registrations, payments, and registration deposit to MPS Recreation administrative staff at Central Services (rooms 56 or 162) within 24 hours.
 - a. **CASH REGISTRATIONS: MUST** be given to Tangela Jordan, Central Services, Room 162 (other administrative staff may assist with program registrations that were paid by check or credit card).
 - i. If Tangela is not present, cash registrations should be given to Marta Santos.
 - ii. If Tangela and Marta are not present, cash registrations should be given to Andrew, Lynn, or Molly.
 - b. **At no time are registrations/payments to be left on a desk/in a file unattended. Additionally, registrations and/or cash/checks should not be locked in desk drawers or file cabinets overnight. A drop safe is located in Room 56. Note: Any deposits/registrations must be removed the following day for processing.**
 - c. ****Once the transaction is complete, copies (yellow or manual) of the Registration form and Activity Registration Deposit form will be returned to the Recreation Supervisor. See Document Retention below.**
4. **Sales Deposits** (textbooks, swim caps, yoga mats, rental fees):
 - a. Complete the Cash Deposit form and submit with cash/checks to Tangela Jordan in CS 162.
5. **Document Retention:** Copies (carbonated yellow or manual) of the Class Registration form and Recreation Activity Registration Deposit form should be stored in a safe place for 5 years.



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PART-TIME RECREATION EMPLOYEE

Appendix N (PACC) –
Community Center
Attachment 10:
Position Descriptions

COMMUNITY CENTER ATTACHMENT 10: POSITION DESCRIPTIONS

POSITION DESCRIPTION

MILWAUKEE PUBLIC SCHOOLS DEPARTMENT OF RECREATION AND COMMUNITY SERVICES

JOB TITLE: Building Director	EMPLOYMENT TYPE: Seasonal, Part-Time
PROGRAM AREA: Community Centers	JOB CODE: 8504
STARTING HOURLY RATE: \$9.00	HOURS PER WEEK: Up to 40 hours
POSITION SUMMARY: Building Directors are the direct service providers of the Community Center program. The success of the program is dependent upon the energy, attitude, and commitment of the Building Directors.	

POSITION OVERVIEW:

- Understand and abide by all policies and procedures outlined in the Part-Time Employee Manual.
- Enforce all Milwaukee Public Schools and Milwaukee Recreation policies and rules.
- Understand and abide by all policies and procedures outlined in the Community Center Staff Manual.
- A working knowledge of the community center programs, and services.
- Effectively communicate with participants, parents, engineers, principals, and staff.
- Assist customers with program registration.
- Supervise support staff and assist in assigning staff to locations within the program area.
- Ensure the completion and submission of necessary paperwork.
- Other duties as assigned.

SUPERVISION RECEIVED:

Works under the direction of the Recreation Supervisor at his/her assigned community center.

JOB REQUIREMENTS:

- 18 years of age or older.
- Able to meet the scheduling needs required for this position.
- Access to reliable transportation.
- Able to lift up to 40lbs continuously.

PREFERRED EXPERIENCE:

- Previous work experience in a public setting with a diverse population.
- 3-5 years of progressive experience supervising teens and adults.
- 3-5 years of experience managing a program or service operation.
- Experience working with large groups independently.
- CPR/First Aid training/certification.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to effectively communicate with participants, parents, and staff.
- Ability to take participants to designated program areas.
- Ability to foster positive working relationships.
- Excellent decision making skills and ability to carry out verbal and written instructions.
- Ability to delegate job duties as needed.

WORKING ENVIRONMENT:

This environment includes walking, climbing, standing for long periods of time, and possible loud noises when exposed to activities in the gym or similar environment. Staff will be required to supervise groups of children and adults as well as assist in the accommodation of children and/or adults with disabilities (within parameters of provided training).

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.

POSITION DESCRIPTION
MILWAUKEE PUBLIC SCHOOLS DEPARTMENT OF RECREATION AND COMMUNITY SERVICES

JOB TITLE: Building Clerk	EMPLOYMENT TYPE: Seasonal, Part-Time
PROGRAM AREA: Community Centers	JOB CODE: 8503
STARTING HOURLY RATE: \$8.50	HOURS PER WEEK: Up to 40 hours
POSITION SUMMARY: Clerks are responsible for assisting the Building Director with the management of community center administrative duties.	

POSITION OVERVIEW:

- Understand and abide by all policies and procedures outlined in the Part-Time Employee Manual.
- Enforce all Milwaukee Public Schools and Milwaukee Recreation policies and rules.
- Understand and abide by all policies and procedures outlined in the Community Center Staff Manual.
- A working knowledge of the community center programs, and services.
- Complete and turn in accurate, bi-weekly payroll information.
- Communicate daily with participants/patrons and staff.
- Assist building staff with monitoring of facility.
- Maintain constant surveillance of assigned area.
- Assist with program registrations.
- Setup and break down program areas as needed.
- Other duties as assigned.

SUPERVISION RECEIVED:

Works under the direction of the Recreation Supervisor and Building Director at his/her assigned community center.

JOB REQUIREMENTS:

- 18 years of age or older.
- Able to meet the scheduling needs required for this position.
- Access to reliable transportation.
- Able to lift up to 40lbs continuously.

PREFERRED EXPERIENCE:

- Previous work experience in a public setting with a diverse population.
- 1-2 years of experience working in an office setting.
- CPR/First Aid training/certification.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to effectively communicate with participants, parents, and staff.
- Ability to take participants to designated program areas.
- Ability to foster positive working relationships.
- Excellent decision making skills and ability to carry out verbal and written instructions.

WORKING ENVIRONMENT:

This environment includes walking, climbing, standing for long periods of time, and possible loud noises when exposed to activities in the gym or similar environment. Staff will be required to supervise groups of children and adults as well as assist in the accommodation of children and/or adults with disabilities (within parameters of provided training).

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.

POSITION DESCRIPTION

MILWAUKEE PUBLIC SCHOOLS DEPARTMENT OF RECREATION AND COMMUNITY SERVICES

JOB TITLE: Building Monitor	EMPLOYMENT TYPE: Seasonal, Part-Time
PROGRAM AREA: Community Centers	JOB CODE: 8501
STARTING HOURLY RATE: \$7.70	HOURS PER WEEK: Up to 40 hours
POSITION SUMMARY: Monitors are the direct service providers of the community center program. They responsible for maintaining constant surveillance of their assigned area. General hall monitors float to various areas of the building as needed assisting patrons and maintaining a safe environment.	

POSITION OVERVIEW:

- Understand and abide by all policies and procedures outlined in the Part-Time Employee Manual.
- Enforce all Milwaukee Public Schools and Milwaukee Recreation policies and rules.
- Understand and abide by all policies and procedures outlined in the Community Center Staff Manual.
- A working knowledge of the community center programs, and services.
- Communicate daily with participants/patrons and staff.
- Assist building staff with monitoring of facility and other administrative duties as assigned.
- Maintain constant surveillance of assigned area.
- Enforce all Milwaukee Public Schools and Milwaukee Recreation policies and rules.
- Assist with program registrations.
- Setup and break down program areas as needed.
- Other duties as assigned.

SUPERVISION RECEIVED:

Works under the direction of the Recreation Supervisor and Building Director at his/her assigned community center.

JOB REQUIREMENTS:

- 16 years of age or older.
- Able to meet the scheduling needs required for this position.
- Access to reliable transportation.
- Able to lift up to 40lbs continuously.

PREFERRED EXPERIENCE:

- Previous work experience in a public setting with a diverse population.
- CPR/First Aid training/certification.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to effectively communicate with participants, parents, and staff.
- Ability to take participants to designated program areas.
- Ability to foster positive working relationships.
- Excellent decision making skills and ability to carry out verbal and written instructions.

WORKING ENVIRONMENT:

This environment includes walking, climbing, standing for long periods of time, and possible loud noises when exposed to activities in the gym or similar environment. Staff will be required to supervise groups of children and adults as well as assist in the accommodation of children and/or adults with disabilities (within parameters of provided training).

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.

POSITION DESCRIPTION

MILWAUKEE PUBLIC SCHOOLS DEPARTMENT OF RECREATION AND COMMUNITY SERVICES

JOB TITLE: Teen Center Director	EMPLOYMENT TYPE: Seasonal, Part-Time
PROGRAM AREA: Community Centers	JOB CODE: 8505
STARTING HOURLY RATE: \$10.00	HOURS PER WEEK: Up to 40 hours
POSITION SUMMARY: Directors are the direct service providers of the community center program. The success of the Teen Center program is dependent upon the energy, attitude, and commitment of the Teen Center Director.	

POSITION OVERVIEW:

- Understand and abide by all policies and procedures outlined in the Part-Time Employee Manual.
- Enforce all Milwaukee Public Schools and Milwaukee Recreation policies and rules.
- Understand and abide by all policies and procedures outlined in the Community Center Staff Manual.
- A working knowledge of the community center programs, and services.
- Communicate daily with participants/patrons and staff.
- Supervise support staff and assist in assigning staff to locations within the program area.
- Ensure the completion and submission of necessary paperwork.
- Implement Emergency Procedures (per MPS Recreation policy) as needed.
- Operate a security walk through and hand-held metal detector.
- Ensure program areas are free of hazards and in a condition that is conducive for safe programming.
- Remain alert, free of distractions, and diffuse situations before they escalate.
- Other duties as assigned.

SUPERVISION RECEIVED:

Works under the direction of the Recreation Supervisor at his/her assigned community center.

JOB REQUIREMENTS:

- 18 years of age or older.
- Able to meet the scheduling needs required for this position.
- Access to reliable transportation.
- Completion of Crisis Prevention/Intervention training or ability to complete within 30 days of hire.
- Able to lift up to 40lbs continuously.

PREFERRED EXPERIENCE:

- Previous work experience in a public setting with a diverse population.
- 3-5 years of progressive experience supervising teens and adults.
- 3-5 years of experience managing a program or service operation.
- Experience working with large groups independently.
- CPR/First Aid training/certification.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to effectively communicate with participants, parents, and staff.
- Ability to foster positive working relationships.
- Ability to relate to and empathize with teen issues and deescalate conflicts.
- Excellent decision making skills and ability to carry out verbal and written instructions.
- Ability to delegate job duties as needed.

WORKING ENVIRONMENT:

This environment includes walking, climbing, standing for long periods of time, and possible loud noises when exposed to activities in the gym or similar environment. Staff will be required to supervise groups of children and adults as well as assist in the accommodation of children and/or adults with disabilities (within parameters of provided training).

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.

POSITION DESCRIPTION

MILWAUKEE PUBLIC SCHOOLS DEPARTMENT OF RECREATION AND COMMUNITY SERVICES

JOB TITLE: Teen Center Monitor	EMPLOYMENT TYPE: Seasonal, Part-Time
PROGRAM AREA: Community Centers	JOB CODE: 8504
STARTING HOURLY RATE: \$9.00	HOURS PER WEEK: Up to 40 hours
POSITION SUMMARY: Monitors are the direct service providers of the community center program. Teen center monitors float to various areas of the building as needed assisting patrons and maintaining a safe environment.	

POSITION OVERVIEW:

- Understand and abide by all policies and procedures outlined in the Part-Time Employee Manual.
- Enforce all Milwaukee Public Schools and Milwaukee Recreation policies and rules.
- Understand and abide by all policies and procedures outlined in the Community Center Staff Manual.
- A working knowledge of the community center programs, and services.
- Communicate daily with participants/patrons and staff.
- Maintain constant surveillance of assigned area.
- Setup and break down program areas as needed.
- Implement Emergency Procedures (per MPS Recreation policy) as needed.
- Operate a security walk through and hand-held metal detector.
- Ensure program areas are free of hazards and in a condition that is conducive for safe programming.
- Remain alert, free of distractions, and diffuse situations before they escalate.
- Other duties as assigned.

SUPERVISION RECEIVED:

Works under the direction of the Recreation Supervisor and Building Director at his/her assigned community center.

JOB REQUIREMENTS:

- 18 years of age or older.
- Able to meet the scheduling needs required for this position.
- Access to reliable transportation.
- Completion of Crisis Prevention/Intervention training or ability to complete within 30 days of hire.
- Able to lift up to 40lbs continuously.

PREFERRED EXPERIENCE:

- Previous work experience in a public setting with a diverse population.
- CPR/First Aid training/certification.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to effectively communicate with participants, parents, and staff.
- Ability to take participants to designated program areas.
- Ability to foster positive working relationships.
- Ability to relate to and empathize with teen issues and deescalate conflicts.
- Excellent decision making skills and ability to carry out verbal and written instructions.

WORKING ENVIRONMENT:

This environment includes walking, climbing, standing for long periods of time, and possible loud noises when exposed to activities in the gym or similar environment. Staff will be required to supervise groups of children and adults as well as assist in the accommodation of children and/or adults with disabilities (within parameters of provided training).

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.

POSITION DESCRIPTION

MILWAUKEE PUBLIC SCHOOLS DEPARTMENT OF RECREATION AND COMMUNITY SERVICES

JOB TITLE: Adult Enrichment Instructor	EMPLOYMENT TYPE: Seasonal, Part-Time
PROGRAM AREA: Community Centers	JOB CODE: 8506/8507/8508
STARTING HOURLY RATE: Depending on experience	HOURS PER WEEK: Up to 20 Hours
POSITION SUMMARY: Instruct the basic skills of an enrichment activity to participants 18 and older with varying skill levels utilizing a curriculum approved by Milwaukee Recreation.	

POSITION OVERVIEW:

- Understand and abide by all policies and procedures outlined in the Part-Time Employee Manual.
- Enforce all Milwaukee Public Schools and Milwaukee Recreation policies and rules.
- Take daily attendance.
- Effectively communicate with participants.
- Develop and/or implement approved lesson plans.
- Effectively engage participants in quality class activities.
- Maintain a safe and organized class environment.

SUPERVISION RECEIVED:

Works under the direction of the Recreation Supervisor and Building Director at his/her assigned community center.

JOB REQUIREMENTS:

- 16 years of age or older.
- Able to meet the scheduling needs required for this position.
- Access to reliable transportation.

PREFERRED EXPERIENCE:

- 1-2 years of experience participating in, teaching, and/or coaching the specific subject area.
- Experience working with adults in a structured program.
- Training and/or certifications related to the specific subject area (e.g. 1st Aid/CPR, Yoga certification, etc.).
- Previous work experience in a public setting with a diverse population.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Advanced knowledge of specific subject area.
- Ability to clearly define goals, objectives, and instruction methods used.
- Ability to safely manage groups of 15 or more adults.
- Ability to foster positive working relationships.

WORKING ENVIRONMENT:

This environment includes walking, climbing, standing for long periods of time, and possible loud noises when exposed to activities in the gym or similar environment. Staff will be required to supervise groups of children and adults as well as assist in the accommodation of children and/or adults with disabilities (within parameters of provided training).

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.

POSITION DESCRIPTION

MILWAUKEE PUBLIC SCHOOLS DEPARTMENT OF RECREATION AND COMMUNITY SERVICES

JOB TITLE: Youth Enrichment Instructor	EMPLOYMENT TYPE: Seasonal, Part-Time
PROGRAM AREA: Community Centers	JOB CODE: 8502/8503/8505
STARTING HOURLY RATE: Depending on experience	HOURS PER WEEK: Up to 20 hours
POSITION SUMMARY: Instruct the basic skills of an enrichment activity to participants 17 and under with varying skill levels utilizing a curriculum approved by Milwaukee Recreation.	

POSITION OVERVIEW:

- Understand and abide by all policies and procedures outlined in the Part-Time Employee Manual.
- Enforce all Milwaukee Public Schools and Milwaukee Recreation policies and rules.
- Take daily attendance
- Effectively communicate with participants.
- Develop and/or implement approved lesson plans.
- Effectively engage participants in quality class activities.
- Maintain a safe and organized class environment.

SUPERVISION RECEIVED:

Works under the direction of the Recreation Supervisor and Building Director at his/her assigned community center.

JOB REQUIREMENTS:

- 16 years of age or older.
- Able to meet the scheduling needs required for this position.
- Access to reliable transportation.

PREFERRED EXPERIENCE:

- 1-2 years of experience participating in, teaching, and/or coaching the specific subject area.
- Experience working with youth in a structured program.
- Training and/or certifications related to the specific subject area (e.g. 1st Aid/CPR, Gymnastics certification, etc.).
- Previous work experience in a public setting with a diverse population.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Advanced knowledge of specific subject area.
- Ability to clearly define goals, objectives, and instruction methods used.
- Ability to safely manage groups of 15 or more adults.
- Ability to foster positive working relationships.

WORKING ENVIRONMENT:

This environment includes walking, climbing, standing for long periods of time, and possible loud noises when exposed to activities in the gym or similar environment. Staff will be required to supervise groups of children and adults as well as assist in the accommodation of children and/or adults with disabilities (within parameters of provided training).

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**MILWAUKEE
PUBLIC SCHOOLS**

Milwaukee Public Schools
Department of Recreation and
Community Services

PART-TIME RECREATION EMPLOYEE

Appendix N (PACC) –
Community Center
Attachment 11:
Staff Evaluations



Building Director/Clerk

POSITION TITLE

PART-TIME STAFF EVALUATION

Employee ID: _____

PLEASE PRINT

Employee _____ Last _____ First _____ MI _____

Location _____

Start Date _____ End Date _____

Evaluation Scale	
1	Not Meeting Expectations
2	Meeting Expectations
3	Exceeding Expectations

RATING CATEGORIES	1	2	3	N/A
Follows the dress code policy as outlined in the Part-Time Staff Manual				
Demonstrates exceptional punctuality and attendance				
Communicates effectively with staff, participants, and public / parents				
Is attentive and focused while on duty and refrains from the use of electronic devices				
Demonstrates the ability to take initiative				
Adheres to all rules as outlined in the Part-Time Staff Manual				
Demonstrates an ability to complete assignments / tasks outlined in position description				
Effectively communicates with school engineers, principals and building staff regarding community center issues				
Complete paperwork correctly and on time (registration forms/incident/accident/etc.)				
A good working knowledge of the community center operations, programs, and services				
CATEGORY RATING				=
OVERALL AVERAGE RATING	TOTAL ÷ 10 =			TOTAL

*Corrective action may be implemented for individuals not meeting expectations during their assignment. A supervisor may choose not to rehire staff members receiving an Overall Average Rating of less than 2 on their evaluation.

Additional Comments:

All Evaluations Must Be Signed or the reason for not signing so be stated here:

EMPLOYEE Signature (by signing you acknowledge your receipt of copy only)

Date

EVALUATOR Signature

Date

RECREATION SUPERVISOR/MANAGER Signature

Date

For Administrative Use Only: Employee is <u>not</u> present for evaluation	For Administrative Use Only: Employee <u>is</u> present for evaluation
Evaluation was sent via certified mail. Date:	Employee refused to sign evaluation.
A signed copy was returned w/in the 10 day allotment.	Employee submitted an appeal. Date:
A signed copy was NOT received.	Appeal meeting held. Date:
A copy of the signed/unsigned evaluation was put in employee file.	A copy of the signed/unsigned evaluation was put in employee file.

COPIES TO: Employee File (CS) Employee

Form No. 845
AMK 02/14



Monitor
POSITION TITLE

PART-TIME STAFF EVALUATION

Employee ID: _____

PLEASE PRINT

Employee _____
Last
First
MI

Location _____

Start Date _____ End Date _____

Evaluation Scale	
1	Not Meeting Expectations
2	Meeting Expectations
3	Exceeding Expectations

RATING CATEGORIES	1	2	3	N/A
Follows the dress code policy as outlined in the Part-Time Staff Manual				
Demonstrates exceptional punctuality and attendance				
Communicates effectively with staff, participants, and public / parents				
Is attentive and focused while on duty and refrains from the use of electronic devices				
Demonstrates the ability to take initiative				
Adheres to all rules as outlined in the Part-Time Staff Manual				
Demonstrates an ability to complete assignments / tasks outlined in position description				
Maintains daily communication with the building director to maintain knowledge of classes and their locations				
A good working knowledge of the community center operations, programs and services				
Completes Assignments / Tasks Per Job Description				
CATEGORY RATING				=
OVERALL AVERAGE RATING	TOTAL ÷ 10 =			TOTAL

*Corrective action may be implemented for individuals not meeting expectations during their assignment. A supervisor may choose not to rehire staff members receiving an Overall Average Rating of less than 2 on their evaluation.
 Additional Comments: _____

All Evaluations **Must Be Signed** or the reason for not signing so be stated here:

_____ EMPLOYEE Signature <i>(by signing you acknowledge your receipt of copy only)</i>	_____ Date
_____ EVALUATOR Signature	_____ Date
_____ RECREATION SUPERVISOR/MANAGER Signature	_____ Date

For Administrative Use Only: Employee is <u>not</u> present for evaluation	For Administrative Use Only: Employee <u>is</u> present for evaluation
Evaluation was sent via certified mail. Date: _____	Employee refused to sign evaluation.
A signed copy was returned w/in the 10 day allotment.	Employee submitted an appeal. Date: _____
A signed copy was NOT received.	Appeal meeting held. Date: _____
A copy of the signed/unsigned evaluation was put in employee file.	A copy of the signed/unsigned evaluation was put in employee file.

COPIES TO: Employee File (CS) Employee

Form No. 845
AMK 02/14



Instructor

POSITION TITLE

PART-TIME STAFF EVALUATION

Employee ID: _____

PLEASE PRINT

Employee _____
Last First MI

Location _____

Start Date _____ End Date _____

Evaluation Scale	
1	Not Meeting Expectations
2	Meeting Expectations
3	Exceeding Expectations

RATING CATEGORIES	1	2	3	N/A
Follows the dress code policy as outlined in the Part-Time Staff Manual				
Demonstrates exceptional punctuality and attendance				
Communicates effectively with staff, participants, and public / parents				
Is attentive and focused while on duty and refrains from the use of electronic devices				
Demonstrates the ability to take initiative				
Adheres to all rules as outlined in the Part-Time Staff Manual				
Demonstrates an ability to complete assignments / tasks outlined in position description				
Demonstrates ability to engage the participants through their instruction				
Instructor has a clear lesson plan for the course they are teaching.				
Demonstrates Teaching According to Participants' Needs and Skill Level				
CATEGORY RATING				=
OVERALL AVERAGE RATING	TOTAL ÷ 10 =			TOTAL

*Corrective action may be implemented for individuals not meeting expectations during their assignment. A supervisor may choose not to rehire staff members receiving an Overall Average Rating of less than 2 on their evaluation.

Additional Comments:

All Evaluations **Must Be Signed** or the reason for not signing so be stated here:

EMPLOYEE Signature (by signing you acknowledge your receipt of copy only)

Date

EVALUATOR Signature

Date

RECREATION SUPERVISOR/MANAGER Signature

Date

For Administrative Use Only: Employee is <u>not</u> present for evaluation	For Administrative Use Only: Employee <u>is</u> present for evaluation
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A copy of the signed/unsigned evaluation was put in employee file.	A copy of the signed/unsigned evaluation was put in employee file.

COPIES TO: Employee File (CS) Employee

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