



# ATTENTION:

All sports coordinators and coaches must have a successfully complete State of Wisconsin criminal background check on file with MPS Recreation prior to starting their work assignment.

# Required Hiring Paperwork – Sports Coordinator & Coaches



## REMINDERS

- All hiring paperwork is due to the Youth Sports Office at least 3 weeks prior to the start of the league for processing.
- The minimum processing time for hiring paperwork is 3 weeks.
- MPS Employees and all non-MPS employee sports coordinators and coaches must have successfully completed a criminal background check on file with MPS Recreation **prior to the first practice and/or starting their work assignment.**
- Milwaukee Recreation does NOT provide funding for Middle School league coaches. Schedule E funding may be available. Discuss with the school principal prior to the start of the sports season.
- Hiring paperwork is required each academic year.

	New	New Current MPS Employee	Rehire/ Returning	Volunteers
ONLINE Part-Time Seasonal Application Form	<input type="checkbox"/> YES	<input type="checkbox"/> YES	---	---
ONLINE MPS Volunteer Application (Youth Sports Coach)	---	---	---	<input type="checkbox"/> YES
ONLINE Availability Application Form	<input type="checkbox"/> YES	<input type="checkbox"/> YES	<input type="checkbox"/> YES	---
Secondary Application Paperwork (The employee will be contacted directly by the MPS Youth Sports Office to set up a time to complete secondary paperwork)	<input type="checkbox"/> YES	<input type="checkbox"/> YES	---	---
Mandatory Reporting of Child Abuse and Neglect Training (valid for 5 years)	<input type="checkbox"/> YES	---	---	<input type="checkbox"/> YES
Youth Sports Coach's Agreement (Coaches Only)	<input type="checkbox"/> YES	<input type="checkbox"/> YES	<input type="checkbox"/> YES	<input type="checkbox"/> YES
Coach Concussion Agreement (Coaches Only)	<input type="checkbox"/> YES	<input type="checkbox"/> YES	<input type="checkbox"/> YES	<input type="checkbox"/> YES
Sports Coordinator Acknowledgment Form (Sports Coordinator Only)	<input type="checkbox"/> YES	<input type="checkbox"/> YES	<input type="checkbox"/> YES	<input type="checkbox"/> YES

# HR Procedures - New Sports Coordinators & Coaches (MPS Employees)



(Current MPS Employees serving as a Sports Coordinator and/or as an Elementary and/or Middle school League Coach)

**To complete an online application please follow these steps.**

1. Please visit the Milwaukee Public Schools Website at <http://mps.milwaukee.k12.wi.us>
2. Near the top of the screen please select the CAREERS tab.
3. Under the CURRENT STAFF tab please select EMPLOYEE SELF-SERVICE. LOG IN.
4. Once on the SELF-SERVICE webpage click on the COMPASS icon on the top right side of the page.
5. Select NAVIGATOR, then select MPS EMPLOYEE SELF-SERVICE.
6. Select RECRUITING
7. Select CAREER SELECTION
8. Select RECREATION POSITIONS and apply for an applicable job. A resume is not required for the jobs listed below
  - a. Elementary Sports Coordinator (Youth Sports)
  - b. Elementary Sports Coach (Youth Sports)
  - c. Traditional Middle School Sport/K8 Sports Coordinator (Youth Sports)
  - d. Middle School Sports Coach (Youth Sports)
9. The online application is received immediately by the MPS Youth Sports Staff and sent for a criminal background check.
10. The Youth Sports Office will contact the coach and sports coordinator once the results of the criminal background check have been received and to discuss the next steps in the application process.

# HR Procedures - New Sports Coordinators & Coaches



## (Non-MPS Employees)

---

(Non-MPS Employee serving as a Sports Coordinator and/or as an Elementary and/or Middle school League Coach)

**To complete an online application please follow these steps.**

1. Please visit the Milwaukee Public Schools Website at <http://mps.milwaukee.k12.wi.us>
2. Click on CAREERS (upper right)
3. Go to EMPLOYMENT OPPORTUNITIES - click on the right - JOIN OUR TEAM
4. Join Our Team: Click on APPLY ONLINE FOR RECREATION POSITIONS
5. Click on VIEW RECREATION POSITIONS, and select the job you wish to apply for:
  - a. Elementary Sports Coordinator (Youth Sports)
  - b. Elementary Sports Coach (Youth Sports)
  - c. Traditional Middle School Sport/K8 Sports Coordinator (Youth Sports)
  - d. Middle School Sports Coach (Youth Sports)
6. On the upper right side of the position page - Click APPLY FOR JOB. A resume is not required for any of the positions listed above.
7. Complete the online application and Click SUBMIT.
8. The online application is received immediately by the MPS Youth Sports Staff and sent for a criminal background check.
9. The Youth Sports Office will contact the coach and sports coordinator once the results of the criminal background check have been received and to discuss the next steps in the application process.

# HR Procedures - Returning/Rehire Youth Sports Coaches & Sports Coordinator



---

Please complete an [AVAILABILITY FORM](#) prior to facilitating or participating in any team activities.

*Note: This is an annual process for returning/rehire recreation employees.*

# Volunteer Youth Sports Coaches

---



All volunteer coaches at both MPS Schools and Non-MPS Schools are required to complete an Online Volunteer Application at <https://tinyurl.com/volunteer-mpsrecreation>.

*Under preference select: Milwaukee Recreation Youth Sport Coach.*