



**OFFICE OF HUMAN
RESOURCES**

Job Information	
Job Title: Recreation Coordinator of Afterschool Programs (Manager I)	Last Revised/Approved: 5/4/19
Job Code: 2210	Reports To: Senior Director
Office: Office of Finance	Department: Recreation

Compensation Information	
Pay Grade:	Pay Range:
FLSA Status: Exempt	Term of Employment: FT

Position Summary/Purpose:

The Recreation Coordinator of After School Programs oversees the Recreation Department’s Community Learning Center (CLC), Safe Place, Child Care Camp, and Partnership for the Arts and Humanities programs at over 100 locations. Primary responsibilities include the management of ten (10) professional staff, and more than 250 part-time staff, as well as program administration and evaluation, budget development and oversight, and facility management.

The ideal candidate is a seasoned leader with the ability to manage a diverse staff and a large network of urban afterschool programs, along with the passion to ensure the out of school time needs of youth in Milwaukee are being met.

Core Competencies:

- Decision Quality and Problem-Solving
- Communication and Customer Service
- Professionalism
- Equity, Access and Inclusion

Management Competencies:

- Developing Others
- Managing through Processes and Systems
- Strategic Agility and Innovation Management
- Functional/Technical Skills

Essential Functions:

- Oversees the success of ten (10) professional staff members through guidance, training and evaluation. Participates in the development of the work plan for assigned areas including short and long-range planning, assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures.
- Responsible for the success of Recreation Department’s large network of after school programs including Child Care Camps, Community Learning Centers, Safe Places, Summer Recreation Enrichment Camps, and Partnership for Arts and Humanities programs at more than 100 locations.

- Develops and monitors a budget of more than \$10 million.
- Implements business practices and policies including contract development, fees and charges oversight, inventory control, and supply purchases.
- Assesses afterschool needs, investigates program trends, assists in the interpretation of data, and recommends program adjustments.
- Ensures compliance with regulatory agencies (e.g., Department of Children and Families Licensing and YoungStar).
- Oversees the marketing and promotional activities for assigned program area.
- Conducts regular site visits (evenings and weekends) to determine program effectiveness and to provide evaluation feedback and support to professional staff.
- Manages all aspects of the preparation and submission of funding proposals to ensure after school program sustainability. Also assists with the preparation of required grant reporting.
- Works closely with principals and community-based organizations regarding the strategies, compliance, outcomes and sustainability of their after-school programs.
- Establishes partnerships with other MPS departments, governmental units, and community-based organizations to enhance program development and service delivery.
- Represents the Recreation Department on school and community councils, committees, and advisory groups.
- Actively supports the MPS Five Priorities for Success.
- Performs other duties as assigned.

Job Requirements:

Education Requirements:

Bachelor's Degree required from an accredited college or university in recreation management, education, youth development, business, or related field. Master's Degree and/or Certified Park and Recreation Professional preferred.

Experience Requirements:

A minimum of five (5) years of increasingly responsible full-time recreation experience including at least 3 years of progressive management and administrative responsibility in urban recreation or afterschool programming.

Knowledge, Skills and Abilities:

- Knowledge of afterschool program philosophy, planning, and administration. Department of Children and Families State Licensing Regulations, YoungStar Quality Rating System requirements and local and state rules that govern after-school programs
- Outstanding oral and written communications skills, negotiation skills and presentation skills are essential. Operations and techniques used in afterschool programs, and personnel management including employee selection, supervision, evaluation, and training.
- Skill in basic computer programs, budget management, grant writing, report preparation, and marketing strategies.
- Ability to develop, coordinate, and implement varied afterschool program activities and special events.
- Ability to establish and maintain effective working relationships with employees, supervisors, community agencies, participants, instructors, community leaders, school officials, media, and the general public.
- Ability to obtain and maintain certifications in First Aid, CPR, and Certified Parks and Recreation Professional (CPRP).
- Ability to work a flexible schedule including nights and weekends to meet program needs.

Working Environment:

- Typical office or school environment.

- Position may be required to work additional hours, outside of the normal business day as a regular part of the job
- This position spends approximately 90% of the time in an office setting and 10% at program sites.
- Required to travel around the city of Milwaukee and occasionally travel out of town.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

- Occasional lifting of program supplies, and equipment set up for program activities.

Equal Opportunity:

It is the policy of the District that persons seeking employment with the District shall not be discriminated against in employment by reason of their age, race, creed, color, religion, handicap or disability, pregnancy, marital or parental status, sex, citizenship, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, membership in the National Guard, state defense or reserves, political affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, physical, mental, emotional or learning disability, or any other factor protected by local, state or federal law in all employment practices including terms, conditions and privileges of employment.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the District. Requests for accommodations under the Americans with Disabilities Act or under the Wisconsin Fair Employment Act must be submitted to the Employee Rights Administration Department in the Office of Human Resources.