



VILLAGE OF WILLIAMS BAY

250 Williams Street | PO Box 580 | Williams Bay | WI | 53191 | williamsbay.org Phone:
262-245-2700 | Fax: 262-245-2705

NOTICE

PARKS & LAKEFRONT (P&L) COMMITTEE MEETING TUESDAY, SEPTEMBER 7, 2021 AT 5:45 PM VILLAGE HALL COUNCIL ROOM

AGENDA

The following agenda items may be considered for Discussion, Consideration, or Action

- I. Call to Order
- II. Roll Call
- III. Advertising for the Part-Time Recreation Specialist for the Recreation Department
- IV. Harbormaster Parking
- V. Adjourn

Jim D'Alessandro
Parks and Lakefront Chair

Requests from persons with disabilities, who need assistance to participate in this meeting or hearing, should be made to the Village Clerk's office in advance so the appropriate accommodations can be made.

Posted: 09/02/2021 12:00 PM

Recreation Specialist – Arts/Craft, Environmental & Family Program

Williams Bay Recreation Department

Contact Name: Dave Rowland
Contact Email: rec@williamsbay.org
Phone Number: 262-686-8001

Description:

The Williams Bay Recreation Department serves a community of over 3,000 residents in southern Wisconsin 50 miles south of Milwaukee on Lake Geneva. The recreation department provides year round recreation and leisure opportunities to all ages and abilities. The Recreation Department is seeking to fill the position of Recreation Specialist of Arts/Craft, Environmental & Family Programs.

Responsibilities & Duties: Assist with planning, organization, implementation, and oversight of recreational/general interest programs and special events with an emphasis in family, arts/craft, nature and environmental programs, services, and activities. Provide direct leadership and supervision to all assigned recreation programs and services. Provide developmentally appropriate activities that meet the needs and interests of participants. Assist in the development and implementation of long-range plans and strategies. Develop and implement annual goals and objectives. Evaluate effectiveness and efficiency of programs and services, making recommendations on introduction or deletion of programs and services. Assist in the development and implementation of specific program details consistent with recreation marketing strategy. Assist with the development and implementation of a marketing strategy for recreation programs, services, and facilities consisting of appropriate pricing and promotional efforts. Recruit, select, train, supervise, and evaluate seasonal/temporary staff and volunteers. Provide direct leadership with the recruitment and placement of volunteers in various programs and events. Contract with independent contractors and vendors for programs and services as needed. Establish a cooperative planning and working relationship with community agencies and organizations. Review and prepare costs for program centers of the annual budget. Assist in processing cash receipts. Secure alternative funding through grants, sponsorships, and fundraising. Purchase, distribute, and maintain proper inventory of all supplies and materials. Prepare and maintain management reports and records regarding programs and services. Attend pertinent departmental meetings and in-house training sessions. Conduct self-according to the policies and procedures as established by the recreation department. Assist staff and volunteers in the performance of their duties. Participate and become involved in organizations and/or community meetings whose purpose will be of benefit to the recreation department operation. Serve on in-house committees. Attend seminars and training workshops. Perform other duties as assigned.

Hours: 20 hours per week, Work schedule may vary and will include regular nights and weekends. May involve additional hours on an as needed basis.



Recreation Specialist Williams Bay Recreation Department

The Village of Williams Bay, WI is currently hiring a part-time Recreation Specialist. The Recreation Department provides year-round recreation and leisure opportunities to all ages and abilities in Williams Bay. This position will assist the Recreation Director with planning, organization, implementation, and oversight of recreational/general interest programs and special events with an emphasis in family, arts/crafts, nature and environmental programs, services, and activities. This person must have strong communication skills and be able to work independently with little supervision. Computer skills and the ability to maintain records is also required. This person must be CPR/First Aid Certified or can become certified once hired.

This position is an average of 20 hours per week and will include some nights and weekends. The starting wage is \$14.00-\$16.00 per hour depending on experience.

Please submit a cover letter and resume to:

Village of Williams Bay
Attn: Dave Rowland
250 Williams Street, PO Box 580
Williams Bay, WI 53191
rec@williamsbay.org

Please visit www.williamsbay.org for a complete job description. Resumes must be received by September 24, 2021.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status.



**WILLIAMS BAY
RECREATION DEPARTMENT**