



Park, Recreation and Forestry

January 22, 2016

Dear 2015 Playground Leader:

We hope you are having a wonderful year and everything is going well for you. With summer only a few months away, it's time for us to begin staffing the summer Playground Leader positions. You received a letter to contact our department to let us know what your status is for the coming Playground season. Please contact us by March 1, 2016.

The summer Playground hours are 11 a.m.–5 p.m. Monday through Friday, with a two-hour meeting (8–10 a.m.) on Friday morning. This will give Playground Leaders a 32-hour work week for the 2016 season. For leaders who are located at a wading pool park, one leader will be required to work from 5-7 p.m. Monday through Thursday. These hours are in addition to the 32-hour work week and will be paid at a Wading Pool Attendant rate.

The summer Playground program will be offered at 36 sites. The Special Populations program will be offered to children Monday through Friday from 11:30 a.m.–4:30 p.m.

Thanks again for your time. We're looking forward to working with you during the 2016 summer Playground season. If you have any questions, please call us at (920) 448-3365.

Sincerely,

Pat Baye
Recreation Supervisor

Jeremy Crees
Recreation Supervisor



Park, Recreation and Forestry

ORIENTATION SCHEDULE FOR 2016 PLAYGROUND STAFF

| | |
|--|---|
| 1st Year Playground Leader Orientation: | |
| Date: | Wednesday, June 1, 2016 |
| Time: | 9:30 a.m.-12:00 p.m. |
| Location: | Park Shop, 919 Crocker St. (north on Ashland Ave. to James St., west to Crocker, north to shop) |
| Orientation for ALL Staff: | |
| Dates: | Monday, June 6 and Tuesday, June 7 |
| Time: | (June 6) 9 a.m.-5 p.m. (June 7) 9 a.m.-5 p.m. (Parks open June 8 at 11 a.m.) |
| Location: | Park Shop, 919 Crocker St. |
| Playground Program Dates: June 8-August 12 | |
| You are expected to work the entire 10-week Playground Program. | |
| Mandatory to wear closed toe, closed heel athletic shoes and your staff shirt on June 6 and 7 | |

UNIFORMS

Staff shirts will remain turquoise. Staff will need to purchase shirts before or at orientation. The cost will be \$3 per shirt. You are still not permitted to “alter” your shirt in any way. If any of your shirts are altered, you will need to purchase a new shirt to replace it. Shirts (\$3) are available at the Park Office at City Hall, Room 510. Office hours are 8 a.m.-4:30 p.m.

HOURS

Playground Leaders:

| | |
|-----------------|--|
| Monday–Thursday | 11 a.m.-5 p.m. |
| Friday | 8 a.m.-10 a.m. (Staff Meeting) 11 a.m.-5 p.m. |

***One leader working at a park with a wading pool will be assigned to work until 7 p.m. Monday through Thursday. This person will be paid at the Wading Pool Attendant rate from 5-7 p.m.**

Special Populations Coordinators:

| | |
|-------------------|--|
| Monday – Thursday | 11 a.m.-5 p.m. |
| Friday | 8 a.m.-10 a.m. (Staff Meeting) 11 a.m.-5 p.m. |

If you have any questions, please call the Parks, Recreation, & Forestry Department at (920) 448-3365. Have a great spring. We look forward to seeing you in June.