



Dear Potential Summer School Support Staff,

Our main program will run from Monday, June 17 through Friday, July 12, with no school on Thursday, July 4 and Friday, July 5. Classes will be held at Hamilton High School and Woodside Elementary School.

Most support staff positions run from 8:15 a.m. to 11:45 a.m. If interested in extra paid hours, we may need additional help with the Summer Opportunities shuttles. Shuttle sites are located at Village Park and Marcy and Woodside elementary schools. Shuttle buses will transport students and shuttle staff members to either Hamilton High School or Woodside Elementary School. Hours for those working a shuttle are from 7:45 a.m. to noon or as needed. You will be responsible for assisting students onto an assigned shuttle bus and riding the bus over to the school. Upon arrival, you will resume your support staff responsibilities. At the end of the day, report back to your assigned shuttle bus, help load the students and ride back to the shuttle site. You will wait until all students are picked up before leaving. Please indicate on the application form if you would be willing to help if a need arises. Support staff are strongly encouraged to assist at one of the shuttle sites.

If you are interested in summer employment with the Hamilton Summer Opportunities Program, please fill out the application form and email it to Renee or return it to Hamilton High School, attention Summer Opportunities Office. At this time, we are unsure of how many Support Staff personnel we will need. We will begin to mail out the letters of intent-to-hire on **February 19** and will not include specific job assignments. **Job assignments will be forwarded as soon as they have been established later in May.**

If you have any questions pertaining to the Summer Opportunities Program, please contact Renee at [myslre@hamilton.k12.wi.us](mailto:myslre@hamilton.k12.wi.us) or (262) 255-3653.

Sincerely,

Cody Leland  
Susan Schramka  
Summer School Coordinators