

**Community Center & Administrative Offices**

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NOTICE FOR JOB OPENING

The Woodridge Park District has an opening for the position of KIDZ Club Leader. The successful candidate for this position will be responsible for the care of children from the ages of 6 months to 7 years for members of the ARC while they use the facility. This position is contingent upon members signing up for and using the service.

POSITION: KIDZ Club Leader – Part time, non-exempt; hours worked will be mornings on both weekdays and weekends

QUALIFICATIONS:

- Minimum of 16 years of age
- Excellent verbal and written communication skills
- Previous experience working with children between the ages 6 months to 7 years

RESPONSIBILITY:

A person in this position is responsible for the daily implementation of the child care program, assisting with scheduling activities, and supervising participants. Duties will include but are not limited to working directly with children in group activities and one-on-one activities; insuring the safety of participants at all times; assisting with the daily activities including setting up, cleaning up, and properly storing equipment/supplies; greeting children and parents in a warm and friendly manner; helping shy children find an area of interest and having patience with distressed children while utilizing positive reinforcement techniques.

ATTRIBUTES:

We are seeking dedicated individuals who are self-starters that strive for excellence and have an innate ability to interact with public and the staff; able to think creatively; trained in child care; possess strong organizational and communication skills; are detail oriented; and able to problem solve in unexpected situations.

SALARY RANGE: Starting at \$9.50 based on experience

CLOSING DATE: Position will be open until filled

SEND RESUME & APPLICATION TO: Woodridge Park District
Connie Curry, HR Manager
2600 Center Drive
Woodridge, IL 60517 or ccurry@woodridgeparks.org

The application can be picked up at the Community Center at the address listed above or obtained from www.woodridgeparks.org