

**Community Center & Administrative Offices**

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NOTICE FOR JOB OPENING**Sports Camp Director**

The Woodridge Park District recreation department has an opening for a Sports Camp Director for our summer sports camp program. Sports Camp meets for 9 weeks Mondays through Fridays in the mornings and afternoons beginning May 28th through August 2nd, with the exception of the week of July 4th. Hours worked will be approximately 8:15-11:45am and 12:15-3:15pm. Hours depend on enrollment. If there are not enough participants to enroll, then those hours will not be available that week to work. Mandatory training sessions will be required as well and may be on nights or weekends before the program starts. The Sports Camp Director reports to the Athletic Supervisor and has the primary function of implementing and overseeing the daily operation of the Sports Camp.

QUALIFICATIONS:

- Minimum of a High school diploma or equivalent
- Bachelor degree in education, recreation, or related field preferred.
- Two years of previous day camp experience or a similar program preferred.
- Excellent verbal and written communication skills.
- Ability to work well with program participants, parents, and fellow staff members.
- Must be certified in First Aid, Adult CPR and Infant/Child CPR or be able to obtain certification prior to the camp start date.
- Valid Illinois Driver's license is required.

RESPONSIBILITY: This position's responsibilities include but are not limited to: pre-camp planning and programming; training of camp staff; providing support/leadership for staff and participants; develop, review, and present weekly lesson plans; be accountable for the whereabouts and safety of all campers and staff at all times; inform parents of upcoming activities, child behavior, injuries that occurred during camp hours; lead and participate in activities; and attend all training and staff meetings.

ATTRIBUTES: We are seeking dedicated and energetic individuals who like working with children. The position requires standing, walking, sitting, talking, hearing, and seeing; flexibility of work schedule which may include days, nights, and weekends for training; number of hours worked may vary based on enrollment in the program, i.e. if minimum enrollment is not met camp will not be held for that session; subject to inside and outside environmental conditions which may include varying weather conditions.

SALARY RANGE: \$11.00-\$13.00 per hour

CONTACT/SEND APPLICATION & SUPPLEMENT SHEET TO:

Woodridge Park District, Connie Curry, HR Manager

2600 Center Drive, Woodridge, IL 60517

(630) 353-3327 or ccurry@woodridgeparks.orgThe application can be picked up at the Community Center at the address listed above or obtained from www.woodridgeparks.org