

**Community Center & Administrative Offices**

2600 Center Drive • Woodridge • IL • 60517

Phone (630) 353 • 3300

Fax (630) 353 • 3310

www.woodridgeparks.org

mail@woodridgeparks.org

NOTICE FOR JOB OPENING

The Woodridge Park District recreation department has an opening for a KIDZ Squad Site Director for the 2018-2019 school year. This is a part-time, non-exempt position which will work Monday-Friday for a morning shift from 6:45 am to 8:00 am and/or a late afternoon shift from 2:45 pm until 6 pm. Successful candidates for this position will be responsible for overseeing the daily operations for their assigned KIDZ Squad age group. This may include a wide variety of responsibilities including supervision of childcare staff and participants, weekly preparation of lesson plans and newsletters, communication with participants, parents, school personnel, and the Recreation Supervisor.

POSITION: KIDZ Squad Site Director

QUALIFICATIONS:

- Minimum of a High school diploma or equivalent
- Associate degree in education, recreation, or related field preferred.
- Two years of previous experience working with K-8th grade programs with one year of supervisory experience strongly 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 within first year of employment.

RESPONSIBILITY: Site Director responsibilities include but are not limited to: plan, organize, coordinate, and lead a multi-recreational program for grades K-6 before and after school as well as early releases; lead and supervise children in areas of arts and crafts, drama, outdoor recreation, sports, games, enrichment activities, and field trips; help shy children find an area of interest and have patience with distressed children, utilize positive reinforcement techniques; track and document weekly attendance; oversee the staff at each site and take care of any concerns or discipline actions that arise and complete performance reviews at the end of the season.

ATTRIBUTES: We are seeking dedicated and energetic individuals who like working with children. The position requires standing, walking, sitting, talking, hearing, and seeing; is subject to inside and outside environmental conditions which may include varying weather conditions.

SALARY RANGE: Starting at \$12.00 per hour

CONTACT/SEND APPLICATION & SUPPLEMENT SHEET TO:

Woodridge Park District
Connie Curry, HR Generalist
2600 Center Drive
Woodridge, IL 60517
(630) 353-3327 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