

**Community Center & Administrative Offices**

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NOTICE FOR JOB OPENING

The Woodridge Park District has openings for the position of KIDZ Squad Leaders for the 2018-2019 school year. These are part-time, non-exempt positions working Monday-Friday. There are positions available for a late afternoon shift from 2:45 pm until 6 pm. Successful candidates for these positions will be responsible for the daily implementation of the before and after school program, assisting in scheduling activities and supervising participants.

POSITION: KIDZ Squad Leader

QUALIFICATIONS:

- Minimum of 16 years of age.
- One year of prior experience working with children 5-10 years of age preferred.
- First-aid certification preferred.
- CPR/AED certification preferred.
- Ability to interact positively with parents, participants, and fellow staff members.

RESPONSIBILITY: A KIDZ Squad Leader is responsible for working directly with children in groups under the direction of the KIDZ Squad Site Directors. Activities may be in inside or outside environments. Duties include greeting, leading, including and insuring the safety of participants, motivating the children while being fair and consistent, setting up and cleaning up the facility. A full job description is available upon request.

ATTRIBUTES: We are seeking dedicated individuals who are self-sufficient, strive for excellence and are very people oriented; able to think creatively; have strong written & oral communication skills; are detailed oriented and able to problem solve in unexpected situations.

SALARY RANGE: Starting at \$9.00 per hour

SEND RESUME & APPLICATION TO:

Woodridge Park District
Connie Curry, Human Resources 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