

**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**Program Specialist (Gymnastics/Tumbling)**

The Woodridge Park District has an opening for a Program Specialist specializing in gymnastics and tumbling at our Athletic Recreation Center. A successful candidate will be responsible for making lesson plans, demonstrating activities, as well as setting up and taking down equipment. This position requires working Saturdays from 9:00 am until 12:45 pm with the possibility of more hours for gymnastics-themed birthday parties.

POSITION: Program Specialist (Gymnastics/Tumbling) – part time, non-exempt,

QUALIFICATIONS:

- Minimum age of 17 years old
- Minimum of two years of gymnastics and tumbling experience
- Experience with instructing children ages 2-10 years old

RESPONSIBILITY: A Program Specialist (Gymnastics/Tumbling) will complete lesson plans, demonstrate activities to participants, engage parents and kids, safely spot kids during activities, provide constructive feedback to participants, clearly communicate with parents and kids, as well as the setup and take down equipment used for class.

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 gymnastics and tumbling; possess strong organizational, written & communication skills; are detail oriented; skilled in time management; and able to problem solve in unexpected situations.

SALARY: \$15.00 per hour

CLOSING DATE: Applications accepted until position is filled, first session begins September 8th.

CONTACT/SEND RESUME TO: Woodridge Park District, Connie Curry, Human Resources Manager
2600 Center Drive, Woodridge, IL 60517
(630) 353-3327 or ccurry@woodridgeparks.org