

EMPLOYMENT OPPORTUNITY



Non-Exempt, Part-Time Before School Program Counselor

Location: West Chicago Park District - ARC Center & Norton Creek Elementary School

Department: Recreation

Salary Range: \$16.00-\$18.00 per Hour

Start Date: Immediate

Contact: Pam Schiavoni, Recreation Supervisor

(E: pschiavoni@we-goparks.org; Ph: 630-231-9474 x105)

General Description:

Active, enthusiastic and caring individuals needed to care for children in the Before School Program! Responsibilities include assisting in planning, organizing and conducting a variety of activities for assigned group.

Children's ages range from kindergarten to 5th grade. Counselors are directly responsible for the safety and welfare of participants at the Before School Program. The primary emphasis should be on safety, fun, and individual growth. Employees will have the opportunity to work school day-off programs. Depending on location, program follows the respective school District Calendar - St Charles: D303 (Norton Creek Elementary) or West Chicago D33.

Flexible Shifts:

Monday-Friday, 7:00am-9:00am (Shift start and end time may be adaptable to your schedule)

Essential Duties & Responsibilities:

- Supervise participants, ensure safety, enforce rules, follow discipline guidelines, provide basic first aid and resolve problems as needed
- Set-up & clean-up activities and the facility
- Be creative, enthusiastic, caring, mature & responsible
- Be a team player, energetic & actively engaged in activities
- Other duties as assigned by Recreation Supervisor

Education & Qualifications:

(* - Training Provided by the West Chicago Park District Upon Hire)

- Must be 16 yrs. or older
- Experience working with elementary-aged children preferred
- Ability to lift a minimum of 50lbs
- Must have reliable transportation
- Ability to interact well with parents and children
- Must have ability to respond appropriately to emergency situations.
- Must be able to pass a background check.
- Applicants must be CPR/AED/First Aid certified within six months of hire date*

Benefits

- Complimentary ARC Center Fitness Membership
- Complimentary Turtle Splash Water Park Splash Pass (Seasonal)

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, and effects of working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job when circumstances change: e.g., emergencies, rush jobs, changes in personnel, workload, technological development, etc.

To apply, please print a job application from our website: www.we-goparks.org, email pschiavoni@we-goparks.org, or fax 630-231-2352.

The West Chicago Park District is an Equal Opportunity Employer