



Youth Coordinator, Full-Time

Park Ridge Park District

Contact Name: Mary Bart

Contact E-mail: mbart@prparks.org

Contact Phone: 847-692-3281

Closing Date:

Salary: 36,330 minimum annual salary or greater depending upon qualifications

Description:

Park Ridge, Illinois is a community of an estimated 37,000 residents located 15 miles northwest of downtown Chicago, in a key geographic location close to O'Hare Airport, major expressways and rail transportation. It is a community with tree-lined streets, pleasing architecture, and outstanding parks, city government, schools, and library.

For generations, the Park Ridge Park District has provided leisure opportunities and recreational activities to promote health, wellness and fun and to ensure that recreation and leisure choices are plenty. Individuals and families can seek out ways to spend time with each other or simply meet friends.

As guardian of the land we maintain, we are also committed to environmental standards and excellence in enhancing the quality of life for all.

Description: The Park Ridge Park District has an immediate Full-Time opening for the position of Youth Coordinator. This position is responsible for overseeing the Beyond the Bell Before and After School program for five schools located within District 64, various youth programs and camps. Duties will include but not limited to recruiting, training and supervising staff, ordering supplies and snacks and maintaining current and accurate records.

Qualifications: This position requires two to three years related child development experience with children ages 5-11 years. This should include supervising staff in a child development institution, a working knowledge of school age children's developmental stages and behavioral techniques. Intermediate level written and verbal communication in the English language is required as well as basic knowledge of Microsoft Office software. Knowledge of or ability to learn Vermont RecTrac registration software and MSI accounting software. Must be CPR/AED and First-aid certified or have the ability to become certified within 90 days of hire through our District. Selected individual will possess a valid driver's license and be at least 21 years of age in order to serve as a District Driver.

Education: Two to three years' of occupationally specific training beyond high school or an Associate's degree

Availability: Standard work week is generally Monday through Friday. Schedule requires flexibility to

work early mornings, occasional evenings and weekends. Selected individual is anticipated to be on duty whenever the need exists.

- We offer a generous benefits package which includes an IMRF pension and complimentary (or reduced cost) use of our facility and programs.
- If elected, health insurance begins on the first day of employment.

To apply please complete an online employment application on our website:
www.applitrack.com/prparks/onlineapp/default.aspx?Category=Youth+and+Special+Events