



## **Willowbrook Corner Program Supervisor**

The Community House

**Contact Name:** Rebecca Perkaus

**Contact E-mail:** rperkaus@thecommunityhouse.org

**Contact Phone:** 630-325-1389

**Closing Date:** 2017-11-10

**Salary:** \$14-\$16 per hour

### **Description:**

Reporting to the Director of Willowbrook Corner Programs, this position directly carries out After-School and Summer Learning Programs delivered by The Community House at Willowbrook Corner. The successful candidate will have responsibility for the planning, organization, budgeting, implementation, and evaluation of youth education programs, in the Willowbrook Corner community and will supervise program staff in the performance of their responsibilities.

Based in Hinsdale and serving the surrounding area, The Community House is a multi-service organization which provides recreation and cultural activities, counseling and therapeutic services focused on mental health and autism support, education support, and volunteer opportunities. The vision of TCH is to build a caring and vibrant community for youth, families and seniors in southeastern DuPage County.

### Direct Reports

After School Club Staff (including PT staff, Jr. Counselors and volunteers)  
Summer Day Camp Staff (including PT staff, Jr. Counselors and volunteers)  
Independent Contractors

### Responsibilities

Collaborate with internal and external personnel for the purpose of implementing and/or maintaining services and programs.

### Program Management

Implement, monitor and evaluate short and long-term program goals and standards for programs and services, develop new programs and activities based on community need and interest.

### Supervision of Staff

Hire, Train and supervise program staff for the Willowbrook Corner Youth Learning after school and

summer programs. Have consistent and positive communications with parents, school representative and community members.

### Weekly Schedule

The position is 30 hours per week, year round. Typical school-year hours are 10:15am to 6:15pm, Monday through Thursday, (hours may change based on program need). Summer hours will vary based on program need.

### Qualifications

Bachelors' Degree in Recreation/Education or related field  
2 years experience with supervisory experience preferred

The Community House considers applicants for all positions without regard to gender, race, color, religion, age, national origin, ancestry, disability, political affiliation, marital status, sexual orientation, or any other legally protected status.

### How to Apply

Please send resume and cover letter to [RPerkaus@thecommunityhouse.org](mailto:RPerkaus@thecommunityhouse.org). Application will be accepted until position is filled