



Preschool Coordinator

Buffalo Grove Park District

Contact Name: Scott Spitz
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Closing Date:
Salary: \$19+ DOQ

Description:

Job Summary: The Part-Time Preschool Coordinator serves as support for the planning and execution of the Park District's Preschool and Early Childhood programs. This person is responsible for carrying out the directives of the Preschool Director, supporting the development of the current Preschool and Early Childhood programs, as well as assisting in the creation and designing of new programs to ensure growth in the department. The Preschool Coordinator will work an average of 25-30 hours per week year-round.

Qualifications:

- Bachelor's degree in Child Development/Early Education or related field preferred.
- Experience in a childcare setting, preferably in both a teaching and an administrative capacity.
- Knowledge and experience with Illinois State Licensing Standards and/or NAEYC.
- Possess, or attain within six months of employment, and maintain valid CPR/AED certification.

Salary and Benefits:

\$19+ DOQ

Discounted Programs

Free Fitness Center membership

Please see bgparks.org for more information or send resume to jobs@bgparks.org