



## **Devonshire Preschool Program and Recreation Supervisor** Skokie Park District

**Contact Name:** Lynn Seebacher

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**Closing Date:**

**Salary:** \$43,500 to \$55,000 hiring range depending on educational background and relevant work experience

### **Description:**

The Skokie Park District has an immediate opening for a full-time Preschool Program and Recreation Supervisor at the Devonshire Cultural Center. We offer an exceptional workplace, and an excellent immediate benefit package that includes medical, dental and vision coverage effective on the first day of employment. We are proud of other benefits offered to full-time staff. Some of our key benefit offerings are highlighted below:

Generous paid vacation, sick and personal leave; 8 paid holidays

Participation in IMRF (a defined benefit pension plan), and other voluntary retirement plans, disability benefits provided by IMRF

Life insurance

Continuing education benefits and participation at job related seminars and conferences

Paid parental leave - up to 8 weeks after one year of service

Facility Usage benefits for employee and their immediate family; discounted rates for the following programs: preschool, childcare at our full service day care center, enrollment in our before/after school childcare program and summer camp programs

### **Qualifications:**

**Education:** Bachelor's degree in Parks and Recreation, Early Childhood Education, or a related field

**Experience:** Prefer, but not required, a minimum of two (2) years of preschool programming or recreational programming experience that may include early childhood programs, music programs, and cultural arts programs. Prior supervisory experience required. Experience working at a DCFS

licensed program a plus. Must possess excellent customer service skills.

Certifications: Prefer Certified Park & Recreation Professional (CPRP), but not required. Must be able to obtain and keep current CPR and AED certifications.

Other Qualifications: Must possess excellent customer service skills, organizational skills, communication, and presentation skills. Prior experience working at a summer camp program or preschool program is a plus.

**Duties:**

The Devonshire Preschool Program and Recreation Supervisor is responsible for overseeing, developing, coordinating, planning and implementing the DCFS licensed Devonshire Preschool program. Hires, supervises, trains and evaluates all part-time preschool staff. Maintains all required DCFS records for preschool participants and preschool staff. Meets with the DCFS Licensing Rep during DCFS inspections that take place to ensure that the preschool program is complying with DCFS standards and regulations. Ensures that programming is age appropriate and that the preschool program is meeting the needs of the preschool children and their families . Maintains an accurate inventory of program supplies, purchases program supplies following the district's purchasing guidelines.

Assists with other Devonshire recreational programming that may include early childhood classes, music programs, cultural arts programs and special events. Oversees one of our summer camp programs. Hires, trains, supervises and evaluates recreational programming staff. Conducts regular staff meetings. Creates new programs that meet the needs of the community to maximize the use and revenue of Devonshire Center programming rooms. Works at, and assists with District-wide special events that occur throughout the year. Strives to maintain a high level of customer service, both internal and external. This position is on-call for building emergencies and performs other duties as assigned.

To apply: Complete online employment application. Interviewing will begin immediately, so apply as soon as possible. Use the link below to apply:

<https://www.applitrack.com/skokieparks/onlineapp/JobPostings/view.asp?AppliTrackJobId=497>

The Skokie Park District is an equal opportunity employer.