



## **Early Childhood Assistant Supervisor (full-time, \$52,000 - \$58,000/year)**

Schaumburg Park District

**Contact Name:**

**Contact E-mail:**

**Contact Phone:**

**Closing Date:**

**Salary:** \$52,000 - \$58,000/year

### **Description:**

#### **ABOUT US**

Schaumburg Park District is an award-winning parks and recreation agency that provides its 80,000 residents with a wide variety of recreational programs, classes, and events as well as facilities, parks and open spaces. Our Early Childhood Preschool is home to 11 classrooms of high-quality pre-kindergarten education for 2.5 - 4-year-olds in addition to a wide variety of early childhood programming, summer camps, parties and special events.

#### **JOB SUMMARY**

In this role, you will teach, assist and observe early childhood programs; analyze, develop, and create new early childhood programs and events; assist with hiring, training, supervising, and evaluating of staff and volunteers; coordinate field trips and events for early childhood camps; ensure required certifications for staff; assist with maintaining guidelines, procedures, requirements, and recommendations for NAEYC and DCFS; and more!

#### **QUALIFICATIONS**

The best applicants will have a Bachelor's degree in Early Childhood Education, Parks & Recreation, or related field required along with twenty-one (21) credit hours in the field of Early Childhood with three (3) of those hours being in early childhood administration. At least two (2) years relevant experience required. Must meet all qualifications as stated in the DCFS Licensing Standards and National Association for the Education of Young Children (NAEYC). Valid Illinois driver's license required.

#### **PAY, BENEFITS & WORK SCHEDULE**

This is a full-time year-round exempt position. Target hiring range is \$52,000 - \$58,000 per year DOQ (depending on qualifications). The work schedule is generally Monday through Friday from 9am am to 5:30pm, with some evening and weekend work as necessary. Our full-time benefits package includes:

- Free and/or discounted Park District classes, programs, events, and memberships for you and your family\*! (\*see definition\*)
- Medical Insurance

- NEW! Zero Card
- Dental Insurance
- Vision Insurance
- FSA Healthcare
- FSA Dependent Care
- Basic Life Insurance
- Voluntary Life Insurance
- AFLAC Indemnity Plans
- IMRF Pension (Retirement, Disability, Life)
- 457 Retirement Plan (Nationwide)
- Paid Vacation, Personal Days, Floating Holidays, and Sick Time
- Employee Wellness Programs and Incentives
- Employee Recognition Programs

APPLY NOW!

Visit us at: <https://schaumburgparkdistrict.bamboohr.com/jobs>

**\*\* Position will be open until filled. \*\* Schaumburg Park District is an Equal Opportunity Employer. \*\***

Keywords: park, parks, recreation, school, preschool, pre-k, pre-kindergarten, junior kindergarten, learn, learner, learners, young, youth, child, early childhood, educate, educator, education, teach, teacher, teaches, class, classes, classroom, curriculum, camp, events, birthday, party, parties, NAEYC, DCFS.