



## **Assistant Supervisor- Preschool/Early Childhood , Part-time IMRF (Pension) Park Ridge Park District**

**Contact Name:** Julie Greve

**Contact E-mail:** jgreve@prparks.org

**Contact Phone:** 847-692-6911

**Closing Date:**

**Salary:** 17.00 - \$22.00/hourly Depending Upon Qualifications

### **Description:**

Our District is seeking a team member who will be responsible for assisting with the day-to-day operations of the District's DCFS preschool programs, early childhood classes and camps. Selected individual will assist with recruiting, training, supervising and evaluating part-time staff and volunteers. Will work closely with class participants, parents and staff in order to maintain excellent customer satisfaction.

**Qualifications:** Requires two to three years related child development experience with children ages birth to five years in a child development institution, as well as a working knowledge of early childhood developmental stages and behavioral techniques. Selected individual should possess a high level of social skills, initiative, enthusiasm, multi-tasking abilities, cooperation, as well as the ability to exercise good judgement and discretion. An intermediate level of written and verbal communication in the English language is required as well as knowledge of Microsoft Word and Excel. Must be CPR/AED Certified, or have the ability to become certified (through the Park District) within 90 days of hire. A valid Illinois Driver's License is required in order to drive a District vehicle.

In the absence of the supervisor, will serve as the acting Director for our licensed facility and must meet the standards under DCFS (Department of Children and Family Services) which includes a minimum age requirement of twenty one (21).

**Education:** Bachelor's Degree in Recreation, Sports and Tourism; Early Childhood Development or related field with a minimum of 21 early childhood semester hours. Certified Park and Recreation Professional preferred.

**Availability:** This is a twelve (12) month position. The approximate work hours are Monday through Friday, 8:45am through 3:00pm with occasional afternoons. Work week will average approximately thirty (30) hours.

**Apply:**

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=58831&clientkey=B0740028DEE3C448CF2AD769B3A4602A>