



Early Childhood Supervisor

Mt. Prospect Park District

Contact Name: Mary Kiaupa

Contact E-mail:

Contact Phone: 847-255-5380

Closing Date:

Salary: \$41,000+, DOQ

Description:

Incorporated in 1955, the Mt. Prospect Park District provides recreation programs, facilities and services to over a quarter million residents of Mount Prospect and portions of Des Plaines, Arlington Heights and Elk Grove Village. Encompassing more than 450 acres, the District offers over 30 neighborhood parks and facilities including the Mt. Prospect Golf Club, pools, fitness centers, ball diamonds, art studio, dog park, conservatory/greenhouse and extensive bike and walking paths. Each four season program guide offers over 1,000 programs and events for all ages.

The Mt. Prospect Park District is searching for a full-time, Exempt, Early Childhood Supervisor. Under the direction of the Rec Plex Facility Manager, the Early Childhood Supervisor is responsible for planning, implementing and supervising a comprehensive offering of early childhood programs and events, the District's preschool program and summer and school break/day off school camps.

The pay for the Early Childhood Supervisor is \$41,000+, depending on qualifications. We offer a generous benefits package including Medical, Dental, Short-Term Disability, Long-Term Disability (IMRF), Pension (IMRF), 457 Plan, Paid Time Off, Park District Facility Discounts and Usage Benefits, Life Insurance and a Vision Reimbursement Program.

Interested candidates should submit an application via Frontline/AppliTrack applicant tracking at:

<https://www.applitrack.com/mppd/onlineapp/default.aspx?Category=Child+Care+%26+Youth>

Or, you can visit us at www.mppd.org – click on Job Opportunities at the top right of the page and then look under Vacancies for the Child Care/Early Childhood Supervisor job posting.

DUTIES:

Assist the RecPlex Facility Manager with recruiting candidates for part-time and contractual employment, review applications, and interview, select and recommend candidates for employment.

Design and conduct training, develop work schedules, and supervise and evaluate part-time employees.

Responsible for regular monitoring of registration, revenue, expenses and attendance figures for Early Childhood programs and classes.

Research early childhood trends, understand the needs of the community, and enhance current program offerings.

Provide Preschool/Early Childhood substitution as needed, including KidsKlub, KinderKlub, and youth programs.

Maintain early childhood summer programs and camps, assist youth camps/programs when needed. Continue recruitment, preparation and enhancement for school year programs.

Responsible for birthday party planning and implementation at the RecPlex.

Develop early childhood operations and capital improvement budgets for areas of responsibility and administer expenditures of budgetary funds as approved by the Board of Commissioners.

Prepare, maintain and submit correct payroll for part-time employees. Approve and monitor leave applications for part-time IMRF employees.

Responsible for monitoring the PPACA database and the hours of part-time non-IMRF employees.

Research and recommend equipment and supply purchases. Involvement includes preparing purchase orders and check requests, submitting accounts payable and creating and maintaining inventory systems.

Responsible for regular monthly board reports and departmental reports.

Collect, review, analyze, report and recommend best practices based on participant feedback and programming trends.

Review and update standard operating procedures/manuals/guidelines for early childhood and camps on a regular basis.

Provide direct on-site supervision of programs, birthday parties and events as needed.

Work with the RecPlex Facility Manager, recreation staff and community members to provide a comprehensive offering of programs and events to the community.

Maintain and establish productive relationships with outside organizations that provide programs and services to enhance early childhood and youth programs for the community.

Maintain a safe and clean environment. Develop and maintain facility operation standards including documentation of facility/equipment inspection.

Develop, recommend and participate in the planning and development of short and long term goals and future department projects.

Manage customer relationships and provide outstanding customer service.

Coordinate Park District brochure copy including data entry, proofreading and database updates pertaining to early childhood programs. Seasonally, monitor information on the website, google and make recommendations for corrections and updates.

Hours may fluctuate seasonally. General school year hours will consist of 8:00 AM - 4:00 PM.

Summer hours will coincide with early childhood programs.

Enforce all state and local laws as well as Park District rules and policies. Be proficient with all Park District policies and procedures.

Serve on Park District Committees as assigned. Provide input for risk management, safety, security plans, policies and procedures.

Perform all other duties as assigned by the RecPlex Facility Manager, Recreation Division Manager, Director of Recreation, and/or Executive Director. However, in an emergency perform all duties as required.

QUALIFICATIONS:

Bachelor's Degree in Recreation Administration/Leisure Studies or a related field. CPRP preferred.

Must have 3+ years of supervisory experience in the recreation industry including previous

experience in early childhood program management with a demonstrated understanding of all operations. Previous experience managing part-time staff is required.

Must possess sound budgetary skills. Must demonstrate understanding of financial functions of facilities and recreational programming.

Must possess a valid driver's license.

Must be proficient in MS Office, Google Suite, database software, and internet and website portals.

Strong oral and written communication skills are required. Must be able to communicate effectively with others to allow for coordination of work, safety and in emergency situations as needed.

Must possess a high level of energy, social skills, initiative and enthusiasm. Must be able to work cooperatively with others and be able to work harmoniously and maintain effective relationships with fellow employees, patrons, community groups and other units of local government.

Must be able to maintain self-control and composure in difficult situations. Must be able to proactively troubleshoot, problem solve and make sound judgments with respect to confidentiality.

Must be able to work independently under the general direction of the RecPlex Facility Manager, Recreation Division Manager and Director of Recreation.

Must be able to adhere to all Park District policies.

The Early Childhood Supervisor will be sitting, standing and lifting throughout the day. Must be able to sit or stand for sustained periods of time. Must be able to perform tasks that require walking, bending, stooping, kneeling, climbing and reaching. Additionally, the Early Childhood Supervisor may be exposed to weather conditions including water, sun, high humidity, and excessive heat and cold.

Must be able to lift 25+ pounds for supplies and other items.

Due to the needs of the Park District, evening and weekend hours may be required. Your work schedule may vary and your workweek may exceed regular hours at times. Please note that regular and reliable attendance is an essential function of this position.

Nothing contained herein shall preclude or limit the Park District from changing this written job description through addition, deletion or modification of essential job duties.

The Mt. Prospect Park District is an Equal Opportunity Employer.