



Assistant Preschool/Early Childhood Supervisor, Part-Time, IMRF (Pension)

Park Ridge Park District

Contact Name: Brooke Plofsky
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Contact Phone: 847-685-4400
Closing Date:
Salary: \$22 - \$24 Hourly

Description:

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

Qualifications: Requires two 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, good organization skills, cooperation, as well as the ability to exercise good judgement and discretion in challenging situations. An advanced 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: Minimum of an Associates Degree in Early Childhood Development or related field. Must have at least 21 hours in Early Childhood Education.

Availability: This is an ongoing twelve (12) month position. The approximate work hours are Monday through Friday, 8:45am through 3:00pm with occasional nights and weekends for special events. A typical work week will average approximately twenty-nine (29) hours.

Benefits: This is an IMRF Pension eligible position. In addition, we offer a multitude of facility benefits.

View Full job description and Apply:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=141962&clientkey=B0740028DEE3C448CF2AD769B3A4602A>