



## **Recreation Specialist - Before/After School Program**

### **Westmont Park District**

**Contact Name:** Robert Yonkee

**Contact E-mail:** ryonkee@westmontparks.org

**Contact Phone:** 630-963-5252

**Closing Date:**

**Salary:** \$18/hr, Pension/IMRF Eligible

#### **Description:**

Primary responsibility is to ensure that all persons have a safe and enjoyable experience while visiting or using the Westmont Park District facilities.

Under the direction of the Recreation Coordinator, the specialist is responsible for the implementation, management, and evaluation of all aspects of the before and after care program. Other duties include: school day off programs, summer camp assistance, extended care, and assigned special events.

#### **HOURS:**

Generally, up 30/hrs per week. Monday – Friday from 6:15a – 8:15a, and 2:00p – 6:15p. Evening, weekend, and/or holiday work will occasionally apply.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Meet the District's Mission and Vision
2. Responsible for planning, developing, and implementing the districts before and after school program in collaboration with the Recreation Coordinator.
3. Responsible for supervising the part time staff assisting with the program.
4. Supervise the participants and have consistent involvement of all aspects of the program.
5. Regular communication with the parents is required.
6. Meet with and report to the Recreation Coordinator on a regular basis to share schedules, successes, challenges, needs and observations.
7. Maintain records of attendance, accidents, and injuries.
8. Prepare a daily routine for the participants.
9. Keep informed on current trends and make recommendations to the district.
10. Work with the Recreation Coordinator to ensure supplies and equipment remain in a safe and workable condition.
11. Set up, clean, and restore classroom before and after each day.
12. Adhere to the program budgeting limits and provide input on budget expense needs.
13. Seek guidance and approval regarding unexpected budget needs.
14. Perform any additional related tasks as required or assigned.
15. With the assistance of the Recreation coordinator, recruit, and select part time staff.
16. Take the necessary steps to meet deadlines and budget.

17. Request supplies in a reasonable time frame.
18. Effectively communicate realistic needs and expectations for program development.
19. Build relationships and communicate with School District staff to ensure expectations and timelines for use of facility are met.
20. Adhere to District's safety and personnel policies.
21. Report any and all challenges, policy questions, safety or conduct matters to the Recreation Coordinator immediately.

**REQUIRED KNOWLEDGE:**

Comprehensive knowledge of youth programming. Must possess the ability to speak in public, as well as good written and verbal communication skills. Proficient computer skills, including Word, Publisher, Excel, and Outlook.

**QUALIFICATIONS:**

Bachelor's degree with major coursework in Recreation Management or related field.

Or two years of experience in recreation programming.

CPR and First Aid certified or obtained upon hire.

Mandated Reporter training required or be able to obtain within 3 months of hire.

**HOW TO APPLY:**

Candidates shall send a WPD online application, cover letter, and resume to [ryonkee@westmontparks.org](mailto:ryonkee@westmontparks.org). The application link can be found below.

<https://www.westmontparks.org/about-us/employment/>