



FN Childcare Coordinator (PT, 20-25 Hours)

Gurnee Park District

Contact Name: Omayra Shofner

Contact E-mail: oshofner@gurneeparkdistrict.com

Contact Phone: 847-623-4510

Closing Date:

Salary: \$16.00 - \$19.00, Hourly

Description:

Under the direction and supervision of the Fitness Facility Manager, this position is responsible for scheduling staff, ordering supplies and coordinating administrative functions related to all aspects of Child Care at FitNation. The Child Care Coordinator position is a part-time position. Additional hours may be obtained or required related to staffing, meetings or special events.

QUALIFICATIONS

- **Experience:** A thorough knowledge of fitness childcare operations, policies and procedures with a minimum of two years fitness center Child Care experience.
- **Education:** Minimum of 21 years of age; must be a high school graduate, college preferred.
- **Skills:** Excellent interpersonal skills with internal and external customers; ability to relate effectively to young children and their parents; communicate effectively with adult team members; maintaining appropriate staff to child ratios; excellent written and verbal communication skills.
- **Competencies:** Must be able to understand the needs and issues of Child Care Staff members, participants and parents, and provide information to meet these needs. Must be able to grasp ideas and concepts, then analyze and implement them. Must be able to navigate RecTrac registration system; prepare, print and distribute various reports, documents, and correspondence to parents or staff members using Microsoft Word, Publisher and Excel.
- **Certifications:** CPR, First Aid and AED certification is required or ability to obtain within 4 weeks of hire.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Perform all other functions of the Child Care Staff positions while on duty (this is an active working Child Care Staff position with additional administrative duties).
2. Schedule staff to maintain ratios and meet usage demands.
3. Develop and maintain successful relationships with staff, participants and parents.
4. Maintain appropriate participant records.
5. Maintain and update all applicable forms.
6. Keep attendance and usage records.
7. Order supplies as needed.
8. Assist with or lead staff meetings and training.
9. Develop and maintain good working relationships with staff.

10. Regularly attend staff meetings.
11. Adhere to Gurnee Park District policies and procedures and customer service standards.
12. Responsible for implementing policies and procedures that pertain to safety and health.
13. Maintain a safe working area and provide safe conditions for the children.
14. Be knowledgeable of procedures for all emergencies.
15. Ensure appropriate sign in/out procedures.

ADDITIONAL DUTIES AND RESPONSIBILITIES

1. Perform all other duties as assigned.
2. Substitute as Child Care Staff as needed. May require additional hours.
3. Dress appropriately in uniform.
4. Always act professionally and maintain a positive attitude.

PHYSICAL DEMANDS

1. Must have the ability to lift 25-50 pounds.
2. Job may include standing, lifting, twisting, bending and squatting as related to the care of young children.

ADDITIONAL JOB INFORMATION

Hours

- **Part-Time, Hourly position.** This position requires flexible availability which may include early mornings, daytime, evenings, weekends and holidays. Must be able to meet the 20-25 hours per week requirement or additional hours as needed. This position is responsible for covering the following holidays, hours may be subject to change:
 - New Year's Day, 10am to 5pm.
 - Easter, Memorial Day, Independence Day Labor Day, Thanksgiving Day, Christmas Eve, 7am to 12 Noon.
 - Good Friday, Day after Thanksgiving, 5:15am to 9pm.
 - New Year's Eve, 7am to 3pm.

Compensation

- **Starting Hourly Range: \$16.00 – \$19.00.** Starting payrate is commensurate with experience and qualifications of the successful candidate.

Benefits

- Some part-time benefits are available for this position.

Contact:

- **Omayra Shofner, Member Services Supervisor**
- FitNation, 1655 Nations Drive, Gurnee, IL 60031

Closing Date

- Open until filled.

To Apply Immediately

- Click here, ***FN Childcare Coordinator (PT) – Gurnee Park District.***

GENERAL STATEMENT OF POLICIES, SAFETY, ETC.

All Gurnee Park District staff are expected to comply with the policies and procedures set forth by the

Gurnee Park District Board of Commissioners. This includes adhering to the Personnel Policy Manual, Safety Manual, Departmental Manual, and any other guidelines provided by supervisors. Staff actions should prioritize safety, respect for fellow staff and customers, and adherence to supervisor direction. Employees are also expected to understand and apply the SOFIE Customer Service Values as a guide for successful work behavior.

The Gurnee Park District is an Equal Opportunity Employer.