



Program Supervisor - Early Childhood & Preschool

Elmhurst Park District

Contact Name: Jessica Marquez
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Closing Date:
Salary: \$58,656-\$65,000 DOQ

Description:

PLEASE APPLY ONLINE AT: <https://elmhurstpark.bamboohr.com/careers/210>

WHO WE ARE: The Elmhurst Park District, established in 1920 and located 16 miles west of Chicago, provides parks, recreation facilities and programs to meet our mission of enriching lives while having fun! We serve residents of the Elmhurst community as well as residents of neighboring towns! We are looking for someone to join our team and be part of an organization that values being community focused, providing customer service excellence, working with integrity, having fun, and fostering belonging! Someone who will help us achieve our vision of becoming a national leader in providing parks and recreation experiences to our community.

We have an exciting **FULL-TIME** job opportunity as **Program Supervisor - Early Childhood & Preschool!** You will be the direct supervisor of all early childhood programming including Sunbeams & Rainbows Preschool and Kids Plus drop-in childcare at Courts Plus. The Elmhurst Park District recently passed a referendum that will allow the district to build, among other projects, a brand-new Wagner Community Center. This position offers the opportunity to play an integral role in the planning process for the new facility and the operations plan specific to the early childhood wing of the building.

WHAT YOU'LL DO: As Program Supervisor, you will develop and manage early childhood and preschool programming! Responsibilities include but are not limited to:

- Recruit, hire, train and evaluate staff
- Provide ongoing leadership, foresight and motivation to staff
- Prepare and monitor budget, and manage it within guidelines including accurate preparation and completion of financial paperwork
- Prepare, negotiate and manage contracts for independent contractors
- Prepare program information for registration and brochure production
- Prepare program participant information materials
- Plan, promote, and implement programs on a seasonal basis
- Observe and evaluate programs
- Ensure an inclusive program experience for participants with and without disabilities

WHAT YOU'LL BRING:

- Bachelor's degree in Leisure Studies from a National Recreation & Park Association (NRPA) accredited university or related field with 4 years of experience in programming and 2 years of supervisory experience
- Valid IL Drivers License
- Knowledge of theory and philosophy of recreation as well as knowledge of principles of leisure program leadership and development
- Proficiency in computer word-processing and spreadsheet applications
- Proven problem-solving, communication, organizational, customer service and management skills

WHEN YOU'LL WORK:

Monday - Friday, 8:00am – 5:00pm. Due to the varying nature of the work, some nights and weekends as needed for programming. Some flexibility with remote work and work hours.

WHAT YOU'LL GET:

- This position is classified under Pay Grade 5, with a salary range of \$58,656 to \$82,123. For internal equity and budgetary considerations, the anticipated starting range for this role is set at \$58,656 to \$65,000.

In exchange for your time and talent, we offer a generous benefit package, including:

- Defined contribution medical insurance plan (5 plan options)
- Dental insurance plan
- Vision insurance plan
- District paid life insurance
- Participation in IMRF (retirement, disability, death benefits)
- Vacation days, personal days, sick leave and 9 paid holidays!
- Sick bank leave, paid parental leave and paid bereavement leave
- Employee Assistance Program (EAP)
- Two deferred compensation programs (VOYA & Nationwide)
- Voluntary Supplemental insurance coverage for short-term disability, accident, hospitalization
- Flexible spending accounts for unreimbursed medical and dependent care
- Free family Courts Plus Membership and Pool Passes!
- Free/discounted District programs, merchandise and concessions
- Educational assistance/tuition reimbursement
- Professional organizational membership
- Values Recognition Program
- Service Awards Program
- Employee social activities
- Credit Union (Central Credit Union of Illinois)