



## Program Site Director Northbrook Park District

**Contact Name:** Mary Mucci

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**Closing Date:**

**Salary:** Starting at \$20.00 per hour

### Description:

**JOB STATUS:** Part Time      **DIVISION:** Recreation      **FSLA STATUS:** Non-Exempt

**JOB LOCATION:** Northbrook - Various Locations - Northbrook, IL

### Compensation & Hours:

Starting at \$20.00 per hour

- During the school year, qualified applicants must be available Monday through Friday for before school care (6:45am-8:30am) and after school care (2:45pm-6pm).
- Summer Camp, School Breaks, and School Day Off Program required shift hours will vary based on need; typically, staff are assigned for an 8:00am-3:30pm shift and/or a shift with Extended Care until 6pm.
- Events on weekends or evenings will be assigned by the supervisor as needed.

Anticipated start date: 1/06/2025

Join our amazing team as a Program Site Director, where you will be responsible for supervising the day-to-day program operations of an assigned school, camp or youth recreation program. Provides supervisory oversight and direction to counselors or staff on duty to ensure the safety and engagement of participants and provides customer service and communication to program parents and guardians. Assigned areas include but are not limited to before and after-school care programs, summer day camps, seasonal school break camps, school day off programs, special events, and other recreation programs as assigned. Assists with planning related programs as assigned. Demonstrates commitment to the Mission, Vision and Guiding Principles of the District.

### Essential Job Duties

- Responsible for oversight and planning of daily activities of an assigned school, camp or youth recreation program or event. Oversight includes daily program activities, snacks, homework, games, crafts, active play or quiet time.
- Supervises children in a related program or event from arrival to dismissal. Supervises daily participant pick-up, ensuring only authorized persons transport the children/participants.
- Ensures the safety of participants and staff and promotes an inclusive and caring environment.

- Assists in developing program goals and coordinating implementation by planning activities required to achieve the desired results.
- Creates, plans and implements activities for program participants.
- Assists in establishing or improving operational procedures by making and implementing recommendations.
- Tracks program participant attendance by accurately tracking attendance and conducting routine head counts routinely.
- Plans and supervises engaging off-site activities for school day-off programs and other programs as directed.
- Maintains open communication with parents regarding program updates and provides feedback on their child's progress. Seeks guidance and support from supervisor when addressing challenges or concerns.
- Collaborates positively with internal and external customers, acting as a liaison between camp counselors, instructors, parents, and children and the direct supervisor.
- Keeps worksite and program locations neat and clean and ensures all equipment and supplies are put away in the proper place.
- Maintains an updated inventory of complete and undamaged items, determines supplies needed and assists in securing them.
- Supervises counselors and staff in leading the program activities and interacting with program participants in an appropriate and safe manner.
- Conducts staff performance evaluations as directed.
- Conducts, attends and/or participates in staff meetings and trainings as required.
- Diligently follows and adheres to all safety policies and procedures, policies in the Employee Handbook and related operations manuals issued by the Northbrook Park District.
- Follows safe work practices.
- Performs related duties as assigned.

## **Benefits**

- Part-Time IMRF with Benefits - Eligible for medical, dental and vision insurance, IMRF retirement benefits and paid time off if working year-round 30+ hours per week (Adventure Campus and Summer Camp required).
- Part-Time IMRF - Eligible for IMRF retirement benefits and paid time off if working 20+ hours per week year-round.
- All Active Employees - Recreation program benefits

To view job description, [click here](#).

## **Qualifications**

Must be at least 18 years of age and have two (2) years of experience working hands-on with children. Two years of prior youth program or summer camp program experience as a camp counselor or childcare worker or any equivalent combination of training and experience which provides the following knowledge, ability and skills are desired. Enrollment in, or completion of, a college degree in education, recreation or related field is highly desirable. A valid Illinois Driver's license is desired but not required.

## **Skills & Abilities**

- Plan, direct, and conduct activities (i.e., sports, games, arts/crafts, music and dance, and homework assistance) to meet program goals with or without staff assistance.
- Communicate effectively both orally and in writing.
- Strong time management and organizational skills
- Communicate with co-workers and the public in a professional manner during stressful situations.

## **Knowledge**

- Possesses leadership capabilities to create an inclusive environment for children and staff while implementing recreational activities, including sports, games, arts and crafts, music and dance.
- Hands-on experience working with children.
- District safety policies and procedures
- Microsoft Office or similar business systems
- Within one week of hire, employees are required to complete the Illinois Department of Children and Family Services (DCFS) online Mandated Reporter Training
- Within one week of hire, employees are required to complete CDC Concussion Awareness Training.
- CPR/AED Certification or ability to obtain within three (3) months of hire.

## **Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations to enable individuals with disabilities to perform the essential functions will be implemented.

- While performing the duties of this job the employee frequently is required to sit or stand for long periods of time.
- The employee is required to talk or hear; use hands and fingers to handle, feel, or operate objects, tools, or controls; and reach with hands and arms.
- The employee is required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.
- The employee must occasionally lift and/or move up to 25 pounds. Working in teams will also allow workers to have assistance with heavier activities at various sites. Lifting also requires bending, stooping, carrying, and twisting.
- Specific vision abilities required by this job includes close vision and the ability to adjust focus.

To apply, please complete a job application at: [nbparks.co/programsitedirector](http://nbparks.co/programsitedirector)

**Our Mission:** To enhance our community by providing outstanding services, parks, and facilities through environmental, social, and financial stewardship. Northbrook Park District is an Equal Opportunity Employer