



KIDZ Squad Site Director

Woodridge Park District

Contact Name: Connie Curry

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Closing Date:

Salary: \$16.50-24.75 per hour DOQ

Description:

The Kidz Squad Site Director is responsible for overseeing the daily operations. This may include a wide variety of responsibilities including supervision of childcare staff and participants, weekly preparation of lesson plans and newsletters, communication with participants, parents, school personnel, and the Recreation Coordinator. The full pay range for this position is \$16.00-\$24.75 per hour. The targeted hiring range starts at \$16.50. A person in this position will start in August when school is back in session. A full job description is available upon request.

Essential Duties and Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty and responsibility satisfactorily and demonstrate the District's core competencies consisting of integrity/ethics, job knowledge, interpersonal skills, policies & procedures compliance, work quality, risk management/safety, District/Department vision and values, adaptability/flexibility, dependability, teamwork, and productivity.

Essential Duties

- Lead and supervise children in areas of arts and crafts, outdoor recreation, sports, games, enrichment activities, and field trips.
- Keep an open relationship with parents to keep them updated on any concerns or problems that may arise with their child.
- Use appropriate discipline and language with program participants.
- Greet children and parents in a warm and friendly manner.
- Help shy children find an area of interest and have patience with distressed children, utilize positive reinforcement techniques.
- Plan, organize, coordinate, and lead a multi-recreational program for children 5 years of age up to the 6th grade during program hours.
- Plan and coordinate weekly activities for the program.
- Track and document attendance.
- Maintain accurate, updated records on each child and any other information that is required. Protect the confidentiality of this information.

- Meet weekly with Recreation Coordinator to assess program.
- Have individual conversations with children during class, sit and interact with children daily.
- Prioritize and assign job duties for leaders.
- Oversee the staff take care of any concerns or disciplinary actions that may arise. Complete performance reviews at the end of the season for each staff member.
- Make daily safety checks of the facilities, equipment, and supplies.
- Equipment and supplies are inventoried each day and replacements are requested in a timely manner.
- Provide relevant and timely on the job training to KIDZ Squad on a monthly basis.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and demonstrate the competencies listed above in addition to the following:

- Minimum of two years of experience working with children 5 years of age through the 6th grade with one year of supervisory experience strongly preferred.
- Excellent verbal and written communication skills
- Ability to interact positively with parents, participants, businesses, organizations, civic groups and fellow staff members.
- Strong understanding of Park District policies and procedures.
- Knowledge of computer software programs such as Microsoft Office and the Internet.
- Ability to read and interpret documents such as safety rules.
- Ability to write routine reports and correspondences and to speak effectively before groups of participants or employees of organization.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- Ability to identify and respond quickly to emergency situations.
- Ability to effectively adjust to stressful situations (i.e. disputes between participants).
- Ability to effectively problem solve and adapt to change.

To apply please follow this link:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=156042&clientkey=5B8237E265A8F604D9F7D6B514B96B92>