



Extended School Coordinator

Wood Dale Park District

Contact Name: Sandy Hlousek

Contact E-mail: shlousek@wdparks.org

Contact Phone: 630-948-0859

Closing Date:

Salary: \$17.50 - \$18.50 per hour

Description:

Position Summary:

The Extended School Coordinator is responsible for the supervision and coordination of the Before and After School program, School Days Off, and Winter/Spring Camp. The Extended School Coordinator shall exercise immediate supervision over all Extended School staff. The employee must function with a wide latitude of administrative and professional discretion under the supervision of the Recreation Supervisor.

This is a year-round, part-time, IMRF eligible position working approximately 25-30 hours/week. Applicants must be available for a flexible work schedule of Monday – Friday and occasional evenings. Hours worked daily may vary depending on program needs. Generally, Monday – Friday, 6:45 – 8:45am and 2:00 – 6:00pm.

Work Location: Recreation Complex 111 E Foster Ave, Wood Dale IL 60191

Benefits:

Part Time - IMRF

- Part Time PTO – After one year of employment. Based on years of service and hours worked
- Pension plan through IMRF (Illinois Municipal Retirement Fund) with employee contributions of 4.5% per check and an employer contribution between 9%-15% per check. Must average 20 hours week or more to be eligible.

- Recreational Benefits
 - Fitness Studio / Open Gym membership -Employee Only
 - Pool Pass for Employee Only
 - Dog park pass – Employee only
 - Discounts on recreation programs & Facility rentals – Employee Only
 - Discounts on golf greens fees & cart rentals - Employee & immediate family
 - Discounts on Pro Shop Purchases – Employee Only
 - One hour bay time – Employee only (1 per day)
 - Discounts on food purchases at Salt Creek Golf Club and 390 Golf Experience – Employee Only
 - *Immediate family is defined as spouse & dependent children – no extended family included*

Supervision:

Supervisor: Recreation Supervisor

This position supervises: Extended School Leaders

Essential Job Functions:

- Adhere to scheduled hours.
- Oversee the daily operations of Extended School, SDO, and Winter/Spring Camp.
- Create monthly staff schedules.
- Actively supervise Extended School staff on a regular basis to ensure staff are following proper procedures and adhering to safe practices.
- Maintain orderly records and file appropriate documents with the Recreation Supervisor in a timely manner, which may include attendance records, accident reports, behavior/incident reports, activity plans, supply lists, late pickup notices and other forms collected throughout program session.
- Work with the Recreation Supervisor to create standards and coach staff in the implementation of Activity Plans.
- Compile and submit a list of supplies and materials requested by staff and upon approval purchase those items for the requesting program including snacks for all programs.
- Manage program expense budget for supply purchases and field trips.
- Coordinate staff training and regular staff meetings with Extended School staff to address program issues and/or to plan upcoming events and activities.
- Coordinate special activities monthly for Extended School programs.
- Develop Activity Plans for Extended School, School Days Off, and Winter/Spring Camp to be turned into the Recreation Supervisor.
- Coordinate and schedule field trips for School Days Off Programs and Winter/Spring Camp.
- Exercise critical consideration of safety and risk management guidelines.
- Supervise field trips and assign Extended School staff to groups as necessary.
- Drive a 15-passenger mini-bus.
- Maintain proper record-keeping with mini-bus maintenance/trip logs and refill gas when necessary.
- Create gym usage schedule in conjunction with Recreation Supervisor.

- Coordinate with other park district staff to ensure good communication and cooperation regarding shared materials and facilities.
- Substitute and lead activities when needed.
- Assist the Recreation Supervisor in evaluating staff at the end of the season.
- Develop and distribute monthly newsletters to staff/participants.
- Prepare materials and supplies for program rooms and ensure proper maintenance, storage, and organization of items.
- Assist Recreation Supervisor in development and analysis of program evaluations, including improvements/changes to procedures, processes, systems, etc.
- Meet weekly with the Recreation Supervisor to communicate issues and requests related to the program.
- Follow district and departmental safety, personnel, customer service, and administrative policies, procedures, and ordinances.
- Communicate any accidents, safety concerns, maintenance issues, parent complaints, etc. directly to Recreation Supervisor in a timely manner.
- Distribute flyers or other information to participants when required.
- Carry out any other duties as assigned by the Recreation Supervisor.

Requirements / Qualifications:

- High School Diploma or equivalent.
- Must be at least 21 years of age.
- A minimum of one-year experience working with school-aged children.
- Possess basic knowledge of school aged children
- Must be certified or willing to attain certification in CPR and First Aid.
- Possess a valid driver's license
- Basic knowledge of computer software such as Microsoft Word, Outlook, PowerPoint
- High School Diploma or equivalent.

Work Environment and Physical Demands:

- May be exposed to elements when driving field trips and/or off site activities. Most activities are performed indoors where the conditions include heat, cold and noise.
- Requires occasional lifting of heavy objects weighing up to 40 pounds.

Interested candidates can either email a resume to Sandy Hlousek, Human Resources Manager at Shlousek@wdparks.org or you may apply online at <https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=280362&clientkey=05EB1538F9E63CC093CC2E4B1C176445>