



Assistant Manager of KASPER Programs (full-time, \$58,000-\$65,000/year)

Schaumburg Park District

Contact Name: Alison Mielitz

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Closing Date:

Salary: \$58,000-\$65,000/year

Description:

ABOUT US: The Schaumburg Park District is an award-winning public agency that provides its 80,000 residents with a wide variety of recreational facilities, programs, events, parks and open spaces!

WHAT IS KASPER? KASPER started in 1986 as the Kids' After School Program with Enrichment and Recreation. Today, our KASPER program provides before and after at various D54 locations and District sites. Activities include arts and crafts, sports, games, creative play, board games and more

JOB SUMMARY: The Assistant Manager of KASPER Programs is responsible for assisting with the operation of the Park District's before- and after-school program in partnership with School District 54. The program serves 1,000 children, ages 5 to 12, at 11 SD54 school sites and two Park District facilities. This role also supports the operation of 7 full-day summer camps for 400 children, ages 5 to 12, which includes coordinating transportation for field trips and organizing daily enrichment activities. The Assistant Manager directly supervises over 75 part-time KASPER staff and ensures the safety and enjoyment of all participants (grades K-8). This position is responsible for creating, organizing, and leading a variety of recreational activities, while also managing the program's budget and goals to achieve the desired outcomes.

LOCATION: Community Recreation Center, 505 N. Springinsguth Road, Schaumburg (and other KASPER sites in the district)

QUALIFICATIONS: Qualified applicants will hold a Bachelor's Degree in Education, Parks & Recreation, Business Administration or related field. Preference will be given to those with a minimum of three (3) years of experience in a related role, including prior supervisory experience. Professional certifications (CPRP) are beneficial. A valid Illinois driver's license is required. Applicants should be reliable, organized, and possess strong leadership skills, with a passion for working with children. Knowledge of recreation programming principles is also beneficial.

PAY, BENEFITS & WORK SCHEDULE

This is a full-time year-round exempt position. **Target hiring range is from \$58,000 - \$65,000 per year** DOQ (depending on qualifications). Work schedule is generally Monday through Friday 8:30am – 5pm, with occasional nights and weekends as may be required. Our full-time benefits package includes:

- **Free and/or discounted Park District classes, programs, events, and memberships for you and your family*! (*see definition*)**

- Medical Insurance
- NEW! Zero Card
- Dental Insurance
- Vision Insurance
- FSA Healthcare
- FSA Dependent Care
- Basic Life Insurance
- Voluntary Life Insurance
- AFLAC Indemnity Plans
- IMRF Pension (Retirement, Disability, Life)
- 457 Retirement Plan (Nationwide)
- Paid Vacation, Personal Days, Floating Holidays, and Sick Time
- Employee Wellness Programs and Incentives
- Employee Recognition Programs

APPLY NOW!

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** Position will be open until filled. ** Schaumburg Park District is an Equal Opportunity Employer. ***

Keywords: assistant, supervisor, assistant supervisor, child, children, youth, school, before and after school, program, camp, enrichment, activities, enrichment activities, participants, budget, management, leadership, organization, crafts, play, games, sports, fun