



Youth Program Coordinator

Gurnee Park District

Contact Name: Nicole May

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Closing Date:

Salary: \$18.00-\$23.00/hour

Description:

DESCRIPTION

Under the direction and supervision of the Youth Recreation Supervisor, the position will assist with developing and managing youth programming at the Park District with a focus on Summer Day Camp and CARE (before/after school program). The Youth Program Coordinator is directly responsible for the development and implementation of the Park District's School Days Off and Parents' Night out programs. Click [HERE](#) to apply!

Hours

This position is full-time hourly position with a minimum of 40 hours a week. General work hours will take place Monday through Friday to ensure on-site support and supervision of programs; some evening and weekend hours are expected due to the nature of the programs. One Saturday a month and most School District 50 and 56 days off of school will be worked for direct program supervision.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Serve as an on-site supervisor for Day Camp. Manage daily program operations, supervise and support staff, ensure child safety and supervision standards, and address parent and camper concerns in coordination with the Youth Recreation Supervisor.
2. Assist with CARE (before/after school program) by managing assigned administrative duties, serving as the primary substitute for Site Directors, working directly within the program at least one hour each day to accommodate early release school schedules, supporting staff in behavior management, and communicating with parents as assigned.
3. Develop, oversee, and evaluate the Days Off and Parent's Night Out programs, including planning age-appropriate activities and schedules, coordinating and guiding staff and volunteers, managing registration and waitlists, and providing clear, timely communication to parents, staff, and participants.
4. Manage administrative tasks for youth programs with accuracy and timeliness, including preparing monthly attendance and sign-in/out forms, monitoring program forms for completion, developing camp bus schedules and calendars, internal program flyers, incident/accident and behavior reports, etc.

5. Research, plan, and coordinate field trips and program entertainment. This process includes assessing options, preparing detailed plans, ensuring contract and payment requirements are satisfied in advance of each event, and communicating effectively with staff to ensure a safe, engaging, and well-organized experience.
6. Oversee the annual Day Camp swim tests and Open House, ensuring a welcoming experience for families and a well-organized, efficient process.
7. Assist Youth Recreation Supervisor with recruiting, hiring, training, supervising, and evaluating staff and volunteers.
8. Provide support in staffing CARE and Day Camp; fully responsible for scheduling staff for Days Off and Parent's Night Out programs.
9. Support staff development by assisting with planning and leading aspects of annual training programs, providing on-site coaching and feedback, reinforcing expectations, modeling positive leadership and behavior, and promoting accountability within a growth-oriented team environment.
10. Maintain positive and professional relationships with program families by responding to inquiries, addressing concerns, and keeping families informed about program activities and participant experiences
11. Assist the Youth Recreation Supervisor with the brochure content creation for assigned programs. Submit and proof programs in the Park District's registration software and the brochure to ensure accuracy.
12. Work collaboratively with Warren Special Recreation Association to coordinate Inclusion services for children with special needs. Provide on-site support and guidance to program staff to ensure the needs of children with special needs are met effectively
13. Assist with Gurnee Days Activities as assigned.
14. Other duties as assigned.

QUALIFICATIONS

- Experience: A minimum of two years' experience in the recreation field, along with successful and progressive experience working with children individually and in groups from ages 3 to 12.
- Education: Bachelor's Degree in Recreation, Leisure Services, Education, or related field is preferred. Equivalent experience in the recreation field will be considered.
- Skills: Ability to understand and respond to the needs and concerns of staff, parents, and children by providing accurate information and developing effective strategies to support program success. Strong analytical and organizational skills, with the ability to grasp new ideas and concepts and implement them consistently across all programs. Ability to navigate websites and Park District registration and payroll software. Attention to detail and competence in preparing and distributing professional reports, schedules, and correspondence for parents and staff using Microsoft Office programs. Ability to research, plan, and coordinate program, field trips, and special event logistics. Ability to responsibly manage Park District resources when ordering supplies and submitting work orders. Ability to supervise and guide staff.
- Certifications: CPR, First Aid and AED certification required or ability to obtain within 60 days. Training is provided.
- Competencies: Knowledge of child development and curriculum development concepts to effectively guide staff, support positive behavior, and create safe, engaging, and developmentally appropriate programs.

We believe in taking care of our team and supporting our members both professionally and personally. As a valued addition to our team, you'll enjoy a comprehensive benefits package dependent on your role. Check out our offerings [here](#).

PHYSICAL DEMANDS

Your job may entail climbing, running, crawling, bending, kneeling, sitting when working/playing with children. Occasionally movement of supplies, equipment, or moving a child is necessary in which case the maximum weight that you are expected to be able to lift is 40 – 50 lbs., though typically it will be less than this.

GENERAL STATEMENT OF POLICIES, SAFETY, ETC.

It is expected that all Gurnee Park District Staff comply with the policies and procedures as set forth by the Gurnee Park District Board of Commissioners. Resources that outline these policies and procedures include the Personnel Policy Manual, Safety Manual, Departmental Manual, Area, or Job Specific Manuals and other written or verbal procedures as provided by your supervisor. As all situations cannot be documented even in manuals such as these, it is further expected that your actions as an employee are always performed with safety in mind, respect of your fellow staff and customers in mind, and at the direction of your supervisor. It is expected that all staff will learn and understand these policies and procedures.