



## **Spark Site Director**

### **The Community House**

**Contact Name:** Allison Rodgers

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**Contact Phone:** 630-323-7500

**Closing Date:**

**Salary:** \$23.50- \$25 per hour

#### **Description:**

##### **Spark Site Director**

##### **The Community House – Spark Program**

##### **PART- TIME POSITION**

##### **Position Overview**

The Spark Site Operations & Engagement Supervisor provides hands-on leadership for after-school and summer programs, ensuring high-quality daily operations while fostering strong relationships with families, schools, and community partners. This role plays a key part in creating a safe, engaging, and inclusive environment for youth, while also supporting program growth, visibility, and community impact.

##### **Key Responsibilities**

- Supervise staff and oversee daily program operations
- Ensure safe, structured, and engaging programming for youth
- Manage attendance, documentation, and compliance requirements
- Build positive relationships with families and serve as a site lead
- Support outreach, enrollment, and community partnerships

##### **Qualifications**

- Experience working with children
- Strong leadership and communication skills
- Ability to manage multiple priorities
- High School Diploma (required); background check required