



## **Early Childhood Supervisor - Devonshire Cultural Center** Skokie Park District

**Contact Name:** Keli Stonitsch

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**Closing Date:**

**Salary:** Starting \$60,000- \$62,000 (Depending on qualifications)

### **Description:**

The Early Childhood Supervisor is responsible for planning, developing, promoting and managing early childhood programs, instructional classes and designated school days off programs such as Mini-Cultural Arts Holiday Camps. This position also oversees summer camps and events. This staff will structure early childhood programming to follow DCFS certification criteria and is referred to as "Preschool Director" in DCFS documentation. The Early Childhood Supervisor will utilize all available resources of the District and its staff to ensure a smooth and effective delivery of services and will carry out the established policies of the District.

### **ESSENTIAL DUTIES**

1. Plans, directs, implements, and evaluates early childhood programming, Devonshire Preschool, select summer camps and other Devonshire Center programming as assigned by the Center Manager.
2. Interviews, hires, trains, schedules, supervises and evaluates early childhood programs, designated special events and select summer camp staff.
3. Coordinates closely with all early childhood instructors to monitor and advance best practices in quality curriculum.
4. Works cooperatively with other facility staff to maintain and communicate the overall facility schedule utilizing RecTrac.
5. Works with the Marketing Department to promote early childhood programs, select camps and designated special events. Prepares and proofs content for brochure publications. Reviews the District's website to assure that programming and calendars are up to date.
6. Manages program space (i.e. Preschool classrooms) and all equipment associated. Purchases materials and supplies as needed.
7. Manages, plans, coordinates and oversees summer day camp programs, including but not limited to Little Travelers and Devonshire Extended Camp
8. Plans, directs, implements and evaluates special events including: Devonshire County Fair, and other early and younger school aged, child focused events as assigned.
9. Assists with District-wide special events, including but not limited to: Festival of Cultures, Pride, 4th of July and Backlot Bash
10. Works with the Devonshire Cultural Center Manager to develop the early childhood programming,

designated special events and select summer camp program budgets. Carefully monitors revenue and expense budget reports throughout the fiscal year and prepares monthly Board reports.

11. Works closely and cooperatively with other members of the District to ensure a coordinated community-wide program format.

12. On call for building emergencies.

13. Performs other duties as assigned.

## OTHER DUTIES

Must have the ability to coordinate all aspects of this position in an organized, efficient way. Must possess the ability to evaluate and manage staff and programs and have the ability to establish positive and professional interpersonal relationships with staff, customers and business associates. Must have the ability to plan and implement innovative programs, analyze problems, handle community pressures, prepare and manage sound budgets, policies and directives. Must possess strong communication skills and have the ability to write, speak and develop reports clearly. This position requires working some evening and weekend hours depending on programming and special events. Adheres to and actively enforces the safety responsibilities and safety procedures as outlined in the District's Safety Manual, Devonshire Cultural Center specific Safety guidelines and overall risk management program. Incorporates the District's core values of commitment, service, integrity, openness, innovation and environmental stewardship in all work performed.

## POSITION QUALIFICATIONS

**Education:** Bachelor's Degree. Prefer an individual with a degree in Parks and Recreation, Early Childhood Education or a related field. Require candidate that has at least 21 college credit hours in Early Childhood education and at least 3 credit hours in management to meet DCFS requirements for Preschool supervision.

**Experience:** Prefer a minimum of two years of preschool programming or recreational programming experience that may include: early childhood programs or cultural arts programs. Prior supervisory experience required. Experience working at a DCFS licensed program is a plus.

**Certifications:** Must be able to obtain and keep current CPR and AED certifications plus Food Manager Certification. Prefer CPRP (Certified Park and Recreation Professional).

The above statements are intended to describe the general nature and level of work being performed by most people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and requirements.

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