



SPACE Program Director - (Extended School Program)

Skokie Park District

Contact Name: Keli Stonitsch

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Closing Date:

Salary: \$18.00-\$20.00/hr

Description:

SPACE Program Director - Part-Time

Description

Skokie's **Place for All Children in Extended care (SPACE)** is a before, and/or after school childcare program that takes place in cooperation with Skokie School Districts 68, 69, 72, 73, and 73.5. Programs run at the various school locations. We have school site Director openings for the 2026/2027 school year.

Our part-time staff receive a free membership to our health club, Fitness First along with other facility usage benefits.

Duties:

Under the direction of the SPACE Program Manager, the SPACE Site Director is responsible for planning, organizing, coordinating, managing, and supervising a comprehensive before- and/or after-school recreational childcare program for enrolled student participants. Responsibilities include supervising, training, and evaluating program staff; planning and overseeing engaging daily activities; ensuring the safety and well-being of participants; maintaining accurate attendance records and required program documentation; and preparing and distributing newsletters and other program communications to parents and guardians. The Program Director leads children in a variety of structured activities, including games, sports, arts and crafts, music, drama, playground activities, homework assistance, and other enrichment opportunities while ensuring the program meets the developmental, recreational, and safety needs of participants. Additional duties include maintaining an accurate inventory of program supplies and requesting replenishment as needed, conducting weekly staff meetings and distributing meeting minutes, attending monthly Director meetings and other required meetings and training sessions, maintaining open communication with the SPACE Program Manager, seeking guidance and support as needed, and performing other related duties as assigned.

Hours:

Shifts available Monday through Friday when school is in session.

Before school shift: 6:45 a.m. to 9:30 a.m.

After school shift: 3:00 p.m. to 6:00 p.m.

Note that some schools have an early dismissal day one day per week. On early dismissal day, the afternoon shift will start at 2:00 p.m. to 6:00 p.m.

Qualifications

Must be a mature, energetic, responsible adult with strong communication, organizational, presentation and leadership skills. Prefer two years' experience leading groups of children in a recreational or educational setting. Supervisory experience is a plus. Must possess a High School diploma or equivalent (GED). Prefer an individual with at least 2 years of college credit in Education, Social Work, Child Development or a related field. Must be able to obtain and keep current CPR and AED certifications. The District provides certification training. Must remain up to date on all trainings/certificates up to date - CPR, mandated reporter, gateways, fingerprints.

The Skokie Park District is an Equal Opportunity Employer. Click [here](#) to apply on the Skokie Park District website: Job Opportunities