



Before and After School & Youth Programs Coordinator

West Chicago Park District

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Closing Date:

Salary: \$17.00-\$19.00 Hourly

Description:

General Description:

The Before and After School & Youth Programs Coordinator will assist the Recreation Supervisor with the planning, organization, administration, and day-to-day operations for the Before & After School and other Youth programs. This position combines administrative responsibilities with hands-on, on-site program support and serves as a key resource for program staff and participants. Responsibilities include assisting with program planning, maintaining records and documentation, communicating with staff and families, and supporting other administrative needs. This position will regularly be on-site at Before & After School program locations to provide leadership and support program staff, help ensure daily operations run smoothly, and maintain a safe, welcoming environment. Additionally, the Before and After School & Youth Programs Coordinator will assist with training and provide guidance, feedback, and support to staff while on-site.

This position will work approximately 20-24 hours per week (Not to exceed 1,000 hours per calendar year) and will include a combination of in-office and on-site responsibilities. Work hours will vary based on program needs. The ideal candidate will be available Monday through Friday from 6:45am-8:45am and 2:30pm-6:00pm. Occasional evening and weekend hours may be required to support programs.

Participants in the Before & After School Program range from kindergarten through 5th Grade in St. Charles CUSD 303 and West Chicago Elementary School District 33. Additional responsibilities may include assisting with Days Off School Club, special events, and other youth programs offered by the Park District."

Education & Experience:

- Must be at least 21 years of age
- High school diploma or equivalent required; coursework or a degree in Recreation, Education, Child Development, or a related field preferred.
- Previous experience working with children required; experience working with elementary-aged children in a recreation, childcare, education, or similar setting preferred.
- Previous leadership, supervisory, or staff oversight experience preferred.
- Ability to effectively supervise, motivate, and provide direction to program staff.

- Strong organizational and time-management skills with the ability to manage multiple responsibilities and program locations.
- Ability to participate in recreational activities and perform the physical duties associated with program operations, including setting up and moving program supplies and equipment.
- Must successfully complete all required pre-employment screenings/paperwork and Park District training requirements.

Required Certification and Skills:

(* = Training provided by the West Chicago Park District upon hire)

- CPR/AED and First Aid training required within 6 months of hire*
- Must possess a valid driver's license and have reliable transportation to travel between program locations as needed.
- Ability to lift and carry up to 50 pounds.
- Ability to pass a background check
- Excellent oral and written communication skills, and the ability to read, write, and speak in English

Essential Duties and Responsibilities:

- Assist the Recreation Supervisor with the planning, organization, implementation, and evaluation of the Before & After School and Youth Programs.
- Provide on-site leadership and oversight at Before & After School Programs to ensure safe, organized, and high-quality program operations.
- Provide day-to-day supervision, direction, support and feedback to Before & After School staff to ensure compliance with program procedures and Park District expectations.
- Assist Before & After School staff with participant behavior management and implementation of program expectations and guidelines.
- Assist with the training and onboarding of Youth Programming staff.
- Regularly communicate with the Recreation Supervisor regarding program operations, staffing needs, participant concerns, incidents, and other important updates.
- Assist with staff scheduling and coordinate coverage for absences, call-offs, and other staffing needs.
- Support the Recreation Supervisor with administrative responsibilities, including maintaining participant records, attendance information, documentation, and other required records.
- Assist with communication to parents/guardians regarding program information, schedules, participant needs, and day-to-day questions or concerns.
- Assist with planning, preparation, and implementing age-appropriate games, crafts, activities, and events for participants.
- Serve as on-site point for staff and families when the Recreation Supervisor is not present.
- Perform other duties as assigned by the Recreation Supervisor.

Benefits:

- Complimentary membership to ARC Fitness Center for employees
- Complimentary seasonal pass to Turtle Splash Water Park for employees
- Flexible work schedule
- Fun working environment

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, and effects of working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job when circumstances changes: e.g., emergencies, rush jobs, changes in personnel, workload, technological development, etc.

Applicants may apply by downloading and printing an application from our website: www.we-goparks.org, email completed application to hr@we-goparks.org or fax application to 630-231-2352

The West Chicago Park District is an Equal Opportunity Employer