

# Job Posting

Category	Recreation
Job Title	Extended Time Site Supervisor
Classification	Part Time-during school year
Location	D158 Schools
Days	Monday-Friday
Hours	6:15 AM until school starts & time school ends to 6:30pm
Salary	\$10.00-\$12.00 per hour

## **Job Requirements:**

- Decision-making, conflict resolution, negotiation and above average organizational skills required. Have above average written and verbal communication skills, have the ability to adapt to rapidly changing circumstances, ability to understand and exhibit behavior consistent with the stated park district values.
- Must be at least 21 years of age, able to work 5 days Monday-Friday with a valid driver's license.
- Responsible for on the job training of Extended Time Activity Leaders, have current CPR and first aid certification preferred.

## **Responsibilities:**

- Involvement in planning, organizing, coordinating and leading a before and after school recreational program in the area of arts and crafts, outdoor activities, sports, games and field trips.
- Responsible to communicate effectively, orally and in written form, with children, staff parents and park district personal. Monitoring staff time sheets and reporting staff and parent problem to the Youth Recreation Manager.
- Responsible for supervising staff and children, responsible for the overall operation of the site, responsible for notifying the Youth Recreation Manager of needed supplies including snacks.

## **Mental/Physical Requirements:**

While performing this job, the employee is required to speak and listen. The employee is required to stand, walk and use hands. The employee is required to sit, stoop or kneel, lift and/or move up to 30 pounds. Specific vision requirements include, distance, color vision, peripheral and depth perception and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities.

The Huntley Park District is an equal opportunity employer. A criminal background check is required.

Application can be picked up at the REC Center. Completed application should be returned to the front desk staff or mailed to:

Huntley Park District  
HR Dept.  
12015 Mill Street  
Huntley IL, 60142  
No phone calls please.