

Job Posting

Category	Recreation
Job Title	Extended Time Special Needs Activity Leader
Classification	Part Time-during school year
Location	D158 Schools
Days	Monday-Friday
Hours	6:30 AM until school starts, & time school ends to 6:30PM
Salary	\$8:50 to \$10.00 per hour

Job Requirements:

- Decision-making ability, conflict resolution and organizational skills required.
- Ability to understand and exhibit behavior consistent with the stated park district values.
- Have reliable transportation, must be at least 18, able to work 5 days, Monday-Friday, ability to work with all age groups, previous experience working with special needs children desired.
- Current CPR and first aid certification.
- Ability to adapt to rapidly changing circumstances

Responsibilities:

- Involvement in planning activities for a before and after school recreational program in the area of arts and crafts, outdoor activities, sports, games and field trips.
- Supervising and interacting with the children at all times.
- Responsible for notifying the Site Supervisor of needed supplies including snacks.
- Preparing accident and/or behavior forms.
- Clean site on a daily basis, report any unsafe conditions.
- Supervision of a participant with special needs.
- Provides specific behavior modifications for participant (training will be provided,) communicate daily with parents; make sure the parent has signed in and/or out (including time).

Mental/Physical Requirements:

While performing this job, the employee is required to speak and listen. The employee is required to stand, walk, run and use hands, sit, bend, 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.