

# Job Posting

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|----------------------|-----------------------------------|
| Job Title:           | Youth Program Coordinator         |
| Department:          | Recreation                        |
| Classification:      | Part-time hourly, year round      |
| Salary:              | \$14-\$18                         |
| IMRF Position:       | Yes                               |
| Directly Reports To: | Youth and Early Childhood Manager |

## DESCRIPTION:

The Youth Program Coordinator position is a part-time position scheduled to work up to 30 hours per week on average throughout the year. Additional hours may be obtained or required related to meetings, training, late-pickups, subbing, or special events. Under the direction and supervision of the Youth and Early Childhood Manager, this position is responsible for assisting in coordinating administrative functions and activities related to all aspects of Summer Camp, Extended Time Program (ET), School's Out Activity Days.

## JOB REQUIREMENTS:

Successful and progressive experience in working with children from age 5 to 12. Must pass all background checks and be suitable for the job requirements. Must have a minimum of four years' experience and/or education in the recreation field or child-related field. Must be able to understand the needs and issues of staff, parents and children, and provide information to meet these needs. Must be able to navigate Rec Trac registration system; prepare, print and distribute various reports, documents, and correspondence to parents or staff members using Microsoft Word, Publisher and Excel; knowledge of website usage; coordinate field trips and bus schedules, arrange details for special events, coordinate ordering and purchasing of supplies, submit work requests, participate/substitute in Camp, ET, and School Days Out Activity as needed. CPR, First Aid and AED certification is required or ability to obtain within 90 days. Must possess valid driver's license and comply with the DCFS Child Care Facility Driver Eligibility Criteria. A knowledge and background in day camps and/or before or after school programs, as well as a general knowledge of park district programs. Proficient with computers and able to learn new applications quickly.

## ESSENTIAL FUNCTIONS/RESPONSIBILITIES:

Assists ET/camp staff with correspondence, copying, parent issues etc. Assists Manager with scheduling staff for ET, Camp, and Days Off Programs. Assists Manager with background check process for DCFS. Prints class lists, attendance and maintains sign in/out documents. Coordinates ePact needs with staff and customers. Distributes calendars, permission slips and other documents as assigned. Assists manager in review of time cards and assists with monitoring staff hours. Books field trips for Summer Camp and Days Off Programs. Coordinates bus schedules and permission slips for summer camp field trips. Arranges for and schedules special event entertainers for weekly camp themes, including submitting check requests and work requests as needed. Assists with staff meeting and training information. Submits accident and incident reports to manager and/or safety coordinator. Attends and assists with staff meetings, training, swim tests, group interviews, and open house. Develops and maintains good working relationships among staff. Drives the van for field trips when needed.

The Huntley Park District is an equal opportunity employer. A pre-employment criminal background check, physical and drug test is required for this position.

Visit our website at [huntleyparks.org/employment](http://huntleyparks.org/employment) for more information and to apply online.