

Job Posting

Job Title: Youth and Early Childhood Manager
Category: Recreation
Class: Full-Time (Exempt)
Salary: Hiring Range \$51,000 - \$65,000

DESCRIPTION:

The Youth and Early Childhood Manager position is a recently updated position which is responsible for the oversight of General Youth Activities and Early Childhood Activities at the Huntley Park District. These programs include Before and After School Care, Summer Camp, Preschool, and various contractual activities. This position oversees programs with a budget of more than \$1.6 million in revenue and \$1 million in expenses each year. Direct reports to this position include the Preschool Director, Youth Program Coordinator, and the various Site Supervisors of the programs. This position reports to the Recreation Director.

JOB REQUIREMENTS:

A Bachelor's Degree in Recreation Management, Education, or Early Childhood Education or related field required. A minimum of 5 years full-time of progressive experience with childcare, early childhood or recreation-related program management. Have a working knowledge and/or experience with established guidelines such as DCFS Childcare Guidelines, State of Illinois Early Learning and Standards, American Camp Association (ACA) Standards. Excellent communication (written and verbal), organizational skills, and customer service skills are required. Must be exceptionally experienced and comfortable with conflict resolution.

ESSENTIAL FUNCTIONS/RESPONSIBILITIES:

Provide professional management and oversight of the before and after school program, summer camp program, preschool program, and contractual programs. Recruit/hire, train, schedule, evaluate, and supervise all related staff. Monitor safety and all procedures as they pertain to the complete supervision of all participants and staff within school district (when applicable) and the Huntley Park District facilities. Identify, interpret, recommend, and implement program procedures that are consistent with established guidelines such as DCFS Childcare Guidelines, State of Illinois Early Learning and Development Standards, American Camp Association (ACA) Standards.

PHYSICAL REQUIREMENTS:

While performing this job, the employee is required to speak and listen, stand, walk, use hands, sit, stoop, or kneel, bend and lift and/or move up to 30 lbs. or 50 lbs. with the use of a tool or devices such as a cart.

The Huntley Park District is an equal opportunity employer. A pre-employment criminal background check, physical and drug test is required for this position. **For a full job description please contact the HR Manager.**

Applications can be picked up at the REC Center or you can apply online at huntleyparks.org. Completed applications should be returned to the Registration Office, emailed to nsprouse@huntleyparks.org or mailed to:

Visit our website at huntleyparks.org/employment for more information.

Huntley Park District
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