

# Job Posting

Category	Recreation
Job Title	After School Site Supervisor for Middle School
Classification	Part Time-during school year
Location	Huntley Park District REC Center
Days	Monday-Friday
Hours	Time school ends to 6:30pm
Salary	\$11.00-\$13.00 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.
- Experience driving a 15 passenger van preferred but will train qualified applicant.

## **Responsibilities:**

- Involvement in planning, organizing, coordinating and leading an 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 personnel. Monitoring staff time sheets and reporting staff and parental problems 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.
- Responsible for driving park district 15 passenger van to transport participants from School District 158 middle schools to Huntley Park District REC Center.

## **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.

An 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

## **Job Posting**

No phone calls please.