



# JOB ANNOUNCEMENT

## Days Off School Program Coordinator

**Position Summary:** The DeKalb Park District is seeking a part-time Days Off School Program Coordinator that will oversee the day-to-day operations of the Days Off School Program. This is a new program being offered by the Park District to give parents a convenient and affordable child-care option when school is not in session (e.g., holidays, vacations, teacher institute days, etc.).



**Duties Summary:** Developing, planning and implementing the Days Off School program structure; maintaining a safe, clean, and welcoming learning environment; hiring, training, and supervising program staff; and organizing activities and field trips that are developmentally appropriate for the age of the children.

### Position Qualifications & Requirements:

- Ability to effectively engage and instruct children in group activities.
- Ability to deal with multiple children's needs at the same time.
- Knowledge of, and ability to use, positive discipline techniques with children.
- Ability to manage a variety of personalities and behaviors in children.
- Ability to recognize sensitive situations with children and use discretion to respond appropriately.
- Strong organizational and supervisory skills.
- Excellent communication skills; ability to effectively interact with children, parents, and staff in a professional manner.
- Ensures proper records and documents are maintained for the program.
- High school diploma or equivalent.
- Must be 21 years of age or older.
- 1 – 3 years of experience supervising elementary aged children in a group programming environment.
- Valid driver's license.

For more information about this position, refer to the Days Off School Program Coordinator job description on the Park District's website under employment opportunities.

### About Us:

The DeKalb Park District offers a wide variety of recreational facilities, programs, events, parks and open spaces. Major facilities include two golf courses, indoor sports center, outdoor aquatic center, gymnasium, community center and administrative offices.

### To Apply:

Interested candidates may view the job description and apply online at the park district's website (<https://www.dekalbparkdistrict.com/employment-opportunities>).

*The DeKalb Park District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*

*This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.*