



Sugar Grove Park District

61 S. Main Street
Sugar Grove IL 60554
630-466-7436
www.sgparcs.org

Job Description

JOB TITLE: C.A.R.E. Site Lead Elburn

REPORTS TO: School Services Manager

CONTACT: School Services Manager
Blake Mayerle, 630-466-7436 x 111

HOURS: C.A.R.E. hours are Monday – Friday from 6:30-8:45am and/or 3:00-6:00pm. Staff are assigned shifts, depending on program need, following the academic calendar for Kaneland School District. This is a seasonal job for the school year.

RATE OF PAY: \$19/hr+ depending on experience.

CLASSIFICATION: Part-time/Seasonal – Aug 2024 - May 2025

SUMMARY:

Seeking positive, energetic, creative, and engaging individuals to work with elementary school children during our before and after school program. Multiple positions are available. Must be responsible and reliable. No weekend work & off by 6:00pm daily.

Whether you are pursuing a career in elementary or early-childhood education, child development, physical education, or recreation, or just love working with children, you'll gain valuable experiences with our respected program and make a difference in the lives of children and their families.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Plan and conduct recreational activities before and after school that would include sports, games, and arts & crafts.
2. Lead site counselors and create work schedules.
3. Communicate with Parents and School staff on a regular basis.
4. Train staff on-site specific policies and procedures.
5. Request Supplies.
6. Provide for the health and safety of participants and staff.
7. Attend required staff meetings and trainings.
8. Report to work daily, on time, and ready to work.
9. Work directly with the School Services Manager and other Site Supervisors to share ideas.

10. Perform all job tasks within the rules and guidelines of the district's safety policies.
11. Perform other duties as necessary and/or assigned.

REQUIRED SKILLS AND CERTIFICATIONS:

1. Positive attitude, creativity, flexibility, understanding, and patience.
2. Communication skills including listening, responsiveness and sensitivity to children's backgrounds, needs, and capabilities.
3. Skills to help children meet their developmental and emotional needs.
4. Skills in planning, directing, and conducting children's programs.
5. CPR and First Aid certification. Training will be provided.

I acknowledge that I have read and understand the above job description in its entirety and can perform all the stated requirements/responsibilities.

Name (printed): _____

Name (signed): _____

Supervisor Signature: _____