



Wood Dale Park District			
Job Description – Short Term Positions			
Dept:	Recreation		
Title:	Extended School Leader		
Reports To:	Extended School Director and/or Recreation Supervisor		
Revision Number:	0	Classification:	Non-exempt
Revision Date:	March 31, 2006		

**Overview:** The Extended School Leader is responsible for the direct supervision of program participants and the planning and implementation of age-appropriate activities.

**Essential Duties & Responsibilities:**

- Lead activities and practice active supervision of participants at all times.
- Maintain accurate attendance records.
- Create weekly lesson plans to be submitted to immediate supervisor.
- Submit paperwork in a timely manner, which may include, but is not limited to, attendance records, accident reports, behavior/incident reports, receipts, lesson plans, etc.
- Communicate effectively with participants and parents.
- Maintain order and enforce rules during program.
- Prepare materials for the classroom and turn supply lists into immediate supervisor.
- Perform set-up and clean-up responsibilities for the program.
- Ensure classroom and equipment is maintained properly and supplies are stored in an orderly fashion in the appropriate storage closets.
- Adhere to scheduled hours.
- Work well with other Park District staff members.
- Demonstrate and support park district customer service standards.
- Follow district and departmental safety, personnel, and administrative policies, procedures and ordinances.

**Other Duties and Responsibilities:**

- Distribute flyers or other information to participants when required.
- Communicate any accidents, safety concerns, maintenance issues, parent complaints, etc. to Extended School Director and/or Recreation Supervisor.
- Attend required staff meetings and/or trainings.
- Carry out any other duties as assigned, including substituting as needed.



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**Knowledge, Skills, and Abilities:**

- Ability to effectively supervise program participants and lead activities.
- Ability to be creative in delivery of classroom activities.
- Excellent communication skills and the ability to work well with the general public, parents and fellow staff members.
- Basic knowledge of the Recreation Complex procedures, so information can be given to participants when necessary.

**Education, Experience, Certifications:**

- Meet the minimum age requirement of 15 years of age and the ability to obtain a work permit (as needed).
- Previous experience working with children preferred.
- Must be certified or willing to attain certification in CPR and First Aid.

**Special Considerations:**

- Requires flexibility of work schedule which may include days, nights and weekends.
- Work is subject to inside/outside environmental conditions.
- Requires occasional lifting of heavy objects weighing up to 40 pounds.