



WOOD DALE PARK DISTRICT

Active Places. Friendly Faces.

Position Description

Job Title	Extended School Leader
Department	Recreation
Employment Status	Part-time
Exempt/Non Exempt Status	Non-Exempt Status

Scope of Work

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

Work Location

Wood Dale Recreation Center, 111 E. Foster Ave., Wood Dale, IL 60191 and various parks and facilities throughout the District

Contact with Others

Position involves regular internal contact and contact with outsiders generally on routine matters, including daily conversation with extended school parents at drop off and pick up.

Supervision

Received	Works under the general supervision of the Extended School Coordinator
-----------------	--

Essential Job Functions

- 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 Job Functions

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

Requirements of Work

- Previous experience working with children preferred
- Meet the minimum age requirement of 15 years of age and the ability to obtain a work permit (as needed)

Knowledge of	<ul style="list-style-type: none"> • Basic knowledge of the Recreation Complex procedures, so information can be given to participants when necessary.
Ability to	<ul style="list-style-type: none"> • Effectively supervise program participants • Lead activities • Be creative in delivery of classroom activities
Skill in	<ul style="list-style-type: none"> • Communication • Ability to work well with the general public, parents and fellow staff members

Necessary Special Requirements

- First Aid/CPR/AED certification

Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed mostly in an office setting with some outdoor program site requirements
- While performing the duties of this job, the employee frequently is required to lift 50+ pounds
- The employee is occasionally required to climb, walk, kneel, crouch, crawl, bend, sit, prolonged standing, prolonged visual concentration
- Flexible work schedule including days, nights and weekends

Environmental Considerations

May be exposed to elements when driving to meetings or when working at outdoor functions. Most activities are performed indoors where the conditions include heat, cold and noise.

Signature

Date