



WOOD DALE PARK DISTRICT

Active Places. Friendly Faces.

Position Description

Job Title	Preschool Coordinator/Extended School Coordinator
Department	Recreation
Employment Status	Part-time, 37.5 hours a week (Not to exceed 1,560 hours a year)
Exempt/Non Exempt Status	Non-Exempt Status

Scope of Work

The Preschool Coordinator/Extended School Coordinator is responsible for working with the Director of Recreation on planning, developing, organizing, implementing, and evaluating all aspects of the preschool/extended school programs. The coordinator shall exercise immediate supervision over part-time employees of the preschool and extended school programs. The employee must function with a wide latitude of administrative and professional discretion under the supervision of the Director of Recreation. The coordinator is a seasonal and part time employee. Coordinator responsibilities run from August to May, with summer planning hours.

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 preschool/extended school parents at drop off and pick up.

Supervision

Received	Works under the general supervision of the Director of Recreation
Exercised	Position is responsible for coordinating the work of several part time staff

Essential Job Functions

- Oversee the daily operations of the Extended School and Preschool program, which includes; Playschool, Before School Bunch, After School Bunch, Kindergarten Club, Winter Camp, Spring Camp and School Days Off programs.
- Will be the point person for the Playschool/Extended School staff and parents on a daily basis
- Assists with budget preparation and is responsible for staying within budget and following guidelines
- Prepare/update monthly class calendars
- Book field trips for all classes



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- Assist with recruiting, hiring, scheduling, disciplining, coaching, training and firing staff
- Prep and lead all staff meetings for Playschool Staff/Extended School Staff
- Purchase supplies for programs/events within district's purchasing policies
- Meet with playschool teachers and provide feedback from observations of performance at least twice a year
- Conduct annual performance reviews with the assistance of the recreation supervisor.
- Be available to fill in during the absence of program staff
- Keep track of the lessons plans in accordance to the Illinois Early Learning Standards – Playschool
- Collect, review and file monthly lesson plans from teachers/staff
- Fill out, file and submit DHS paperwork with state as well as keeping copy for Wood Dale Park District records.
- Assist in Parent Orientation
- Meet weekly with Recreation Supervisor to discuss current status of the program
- Maintain good rapport with customers and provide exceptional customer service
- Maintain knowledge of all park district programs and facilities as well as within the community
- Promote programs for area of responsibility
- Cooperatively work and communicate with recreation, park and custodial staff
- Provide effective and efficient customer services and promote and maintain responsive community relations
- Position has daily use of computers for word processing/data entry and use of the telephone, radios, fax machine, copier, etc.
- Follow safe work practices
- Perform job with a positive attitude
- Follow proper cash handling practices
- Maintain compliance with district customer service standards

Other Job Functions

- Perform related duties as assigned
- Attend meetings and serve on committees as assigned
- Distribute flyers or other information to participants when required.
- Organize and assist with special events within program (ie: scholastic books, fundraisers, open house, graduation, parent teacher conferences, assessments, registration, Thanksgiving Feast, etc)
- Complete necessary forms and paperwork for program and agency
- Attend continuing education opportunities to foster skills to assist in day-to-day operations
- Carry out any other duties as assigned by the Recreation Supervisor, including substituting as needed.

Requirements of Work

- Completion of four-year college degree in Recreation Administration, Education, or related field with 1-3 years of experience working in a classroom/day care setting



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<ul style="list-style-type: none">• A minimum of 1-3 years experience in working with grade school children• Must be certified or willing to attain certification in CPR and First Aid	
Knowledge of	<ul style="list-style-type: none">• Recreation software, Activenet preferred• Early Childhood/youth development• Basic knowledge of the Recreation Complex procedures, so information can be given to participants when necessary.
Ability to	<ul style="list-style-type: none">• Establish and maintain effective relationships with general public and staff, including difficult patrons• Work independently, multi-task and allow for interruptions of work flow
Skill in	<ul style="list-style-type: none">• Microsoft Excel and Word• Ability to speak and write effectively• Strong leadership skills• Excellent communication skills and the ability to work well with the general public, parents and fellow staff members.• Outstanding organizational skills.

Necessary Special Requirements

<ul style="list-style-type: none">• Possession of valid driver's license• First Aid/CPR/AED certification• Early Childhood Education
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Working Conditions

<p>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.</p> <ul style="list-style-type: none">• 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
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Environmental Considerations

<p>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.</p>

Signature

Date



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