



VILLAGE OF PALOS PARK POSITION DESCRIPTION

Department:	Recreation and Parks Department
Position:	Kindergarten Kids Zone Program Coordinator
Supervisor:	Assistant Director of Recreation and Parks
Pay Rate:	\$15-\$17 per hour
Hours Weekly:	Part-time (Monday through Friday, 17.5-22 hours per week)

General Purpose

Under the general supervision of the Assistant Director of Recreation and Parks, it is the Kindergarten Program Coordinator responsibility to provide a favorable learning atmosphere for kindergarten aged children. Coordinator must plan, conduct and evaluate curriculum and teaching methods on a continuing basis.

Age

Candidates must be 21 years and older

Education and Experience

BS in Education, Recreation or Early Childhood Associates Degree. Ability to speak, read, and write the English language. Basic knowledge of computers. Customer service skills. CPR and AED certified (will train). Must have a valid State of Illinois Driver's License.

Primary Job Responsibilities and Expectations

- Oversee daily functions of Kids Zone Kindergarten Program
- Conduct Parent Meetings
- Maintain Orderly records and file appropriate documents with the Assistant Director of Recreation and Parks in a timely manner which may include, but not limited to attendance records, lesson plans, behavior/incident reports, accident reports, activity calendars, etc.
- Assist with recruiting, hiring, scheduling, disciplining, coaching, training and at times, staff dismissal
- Responsible for purchasing supplies and materials within budget limitations with prior supervisor approval and turning in original receipts
- Coordinate/attend staff training and regular meetings for continued communications and enhancement of program
- Adhere to scheduled office hours to conduct administrative work requirements
- Assist with planning and co-leading non-school day activities
- Ensure classrooms, gym, multi-purpose room, community room along with Kids Zone equipment are maintained properly, are safe, and encourage orderly storage of supplies and materials in storage areas
- Record accurate inventory of supplies and equipment
- Communicate effectively with participants and parents with regard to behavior issue as well as positive feedback
- Coordinate with maintenance staff and Assistant Director of Recreation and Parks to ensure a safe and clean facility
- Demonstrate fiscal responsibility by following program budget
- Demonstrate and support Recreation Department customer service standards

- Communicate any issues concerning the use of the facility and the equipment
- Other duties as assigned

Ability to

- Deal effectively with problems arising during, pre and post daily Kids Zone programs.
- Verbally communicate effectively using the English language.
- Respond courteously to the public, participants and co-workers.
- Establish successful working relationships with co-workers.
- Perform physical assignments including moving tables and chairs, recreational equipment, to obtain a proper Kindergarten atmosphere.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job, with or without reasonable accommodations.

- Standing: Extended periods of time while instructing
- Sitting: Minimal
- Walking: Frequently-supervision of children, walking to playground, park
- Lifting: Occasional-supplies, classroom furniture, and child up to 50 lbs.
- Stooping: Frequently-assisting children with classwork
- Reaching: Frequently- supplies in cabinets, handing pictures, bulletin boards
- Climbing: Occasional- storage
- Verbal: Communicate in groups and one on one
- Vision: Write, type, read, and visually monitor children

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job, with or without reasonable accommodations.

- The noise level in the work environment is usually moderate.
- While performing the duties of this job, the employee sometimes works outdoors while with the students, and is exposed to wet and/or humid weather conditions, cold, heat, high winds, snow or rainstorms.

Similar Duties:

The duties listed above are illustrations of the various types of work that may be performed. The omission of specific job functions and requirements does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. Employee will need CPR/AED certification, training provided by the Village and show proof of Hepatitis B vaccination, if needed Village will pay for the protection.

Approval: _____
 Village Manager Date