Job Title:	**Edgebrook Community Center (ECC) Site Director**
Department:	**Recreation**
Classification:	**Part Time, Non-Exempt**
Salary Range:	**Hourly**

POSITION FOCUS

Under the general direction of the ICompete Program Coordinator, the ECC Site Director is responsible for planning and implementing a program to provide academic enrichment and structured activities in a safe environment. The Site Director must be respectful of children and parents, and ensure that equipment and program space is clean, safe, and well maintained.

SUPERVISORY RELATIONSHIPS

Reports directly to the ICompete Program Coordinator and indirectly to the ICompete Program supervisor. Immediate supervision of ECC staff on location.

ESSENTIAL FUNCTIONS

1. Plan, prepare and implement a variety of daily activities that are age-appropriate and developmentally appropriate activities to meet the physical, emotional, intellectual and social needs of the children in the program.
2. Demonstrate cultural competency and respect for the children's background by incorporating cultural, linguistic, and familial values and beliefs into the program and activity plans.
3. Integrate children with special needs in a positive and respectful manner.
4. Ensure the safety of children at all times including supervision.
5. Maintain accurate attendance record and medicine logs.
6. Enforce attendance and check out rules and procedures.
7. Keep medications in a locked box, secure access to only designated personnel. Distribute medicine to participants who have the necessary paperwork on-site.
8. Oversee staff in daily activities, ensure implementation of program plans and report any problems to supervisor.
9. Interact positively with the parents, children, staff, and work collaboratively with partners, volunteers and POC interns and volunteers.
10. Use appropriate discipline techniques with the children and the staff.
11. Management of direct reports, including, supervision, discipline, motivation, and evaluation.
12. Hold meetings with staff as needed and enforce policies and procedures.

13. Document all incident, accident, and behaviors on appropriate form and submit immediately. Follow up when necessary.
14. Maintain confidentiality in all matters regarding participants.
15. Inform parents about behavior problems and incidents.
16. Arrive to program site promptly to prepare for activities.
17. Hand out information to parents when requested or necessary.
18. Follow and enforce all district policies and procedures including dress code.
19. Maintain a high level of professionalism at all times. Set a positive example for staff and participants.
20. Check and respond daily to email messages, phone calls and inquiries from parents, staff and supervisors.
21. Work closely with collaborative partners, volunteers, and POC interns.
22. Other duties as assigned.

SECONDARY RESPONSIBILITIES

1. Dress in appropriate attire in accordance with handbook.
2. Provide quality internal and external customer service.
3. Perform job safely and in compliance with District policies, procedures, work and safety rules, and the employee handbook.
4. Exhibit regular and punctual attendance. Notify supervisor a minimum of 12-48 hours prior to an unexpected absence.
5. Be mindful of the best interests of the Palatine Park District, fellow employees, and patrons.
6. May be requested to respond to emergencies.
7. Maintain a neat and orderly work environment, return supplies and equipment to appropriate location when finished.
8. Attend required meetings and trainings as designated by supervisor.

EDUCATION, EXPERIENCE, AND TRAINING

- High School Diploma/GED or equivalent.
- Prior experience working with children.
- Experience managing staff preferred.
- First Aid/CPR/AED certification required.

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REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS

- Ability to pass a background check within the Illinois Park District code requirements and a background check through School District 15 including fingerprinting.
- Able to demonstrate strong customer service skills to effectively communicate with children and adults.
- Good interpersonal skills and ability to be enthusiastic and energetic while on duty.
- Must be punctual and dependable.
- Ability to plan safe, age appropriate, and entertaining activities for children and implement program plans.
- Good written and verbal communication skills.
- Bilingual fluency required.

HOURS AND ENVIRONMENTAL CONSIDERATIONS (Includes Physical Demands)

- General Monday to Thursday, 4:00pm-7:00pm
    - Additional hours may be required to meet deadlines or for District events/programs.
- General work area is an indoor, smoke-free environment with controlled temperatures.
- Infrequent exposure to cleaning materials and office supplies.
- Limited exposure to infectious disease if required to perform routine fist aid or emergency procedures.
- Active participation with children in various activities and environments.
- Limited exposure to outdoor elements while supervising children in outdoor activities.
- The ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.
- The ability to observe details at close and far range.
- Report any maintenance or pest control matters to ICompete Program Coordinator.
- Infrequently move items weighing up to 25 lbs. across work area for various needs.
- May require some bending, kneeling, and reaching for items, supplies, or materials as directed.

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OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensible listing of activities, duties, or responsibility's that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

AFFIRMATIVE ACTION/EEO STATEMENT

At Palatine Park District, we are proud to be an Equal Employment Opportunity and affirmative action employer. We celebrate diversity and are committed to building a team that represents a variety of backgrounds, perspectives, and skills. The more inclusive we are, the better we can serve the Palatine Park District Community.

EMPLOYEE ACKNOWLEDGEMENT STATEMENT

By my signature below I acknowledge that I have received and have had an opportunity to review the copy of my job description.

I understand all my job duties and responsibilities and I am able to perform the core responsibilities as outlined.

I understand that the job description is intended to describe the general nature and level of work performed by me and is not a complete list of responsibilities, duties, and skills required of me in this position.

I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description.

I further understand that future performance evaluations and merit increases to my pay are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my immediate supervisor.

I recognize that the job description is used by the employer and the employee to clarify expectations regarding reporting relationships, qualifications, physical requirements and essential duties.

If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor.

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This is not a contract or enforceable promise or guarantee of any kind, of any specific terms or conditions of procedural rights, and that any or all portions of this procedure may be amended or eliminated from time to time without advance notice.

Acknowledgement Signatures

Employee Printed Name: _____

Employee Signature: _____ Date: _____

SIGNATURES

This job description has been reviewed/approved by:

Supervisor/Manager Name: _____

Supervisor/Manager Signature: _____ **Date:** _____

Director/ Superintendent Name: _____

Director/ Superintendent Signature: _____ **Date:** _____

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