

Position Title: Part-Time After School Coordinator
Department: Parks & Recreation
Location: Palos Heights Recreation Center
Reports To: Recreation and Aquatics Program Manager
FLSA Status: Non-Exempt
Wage: \$16.00 – \$17.00 per hour DOQ
Position Type: Part-time, Seasonal

Part-Time After School Coordinator

The Part-Time Power Play Coordinator assists with the planning, organization, and daily operation of the Parks & Recreation after school program. This position will support the department in providing a safe, engaging, and well-organized camp experience for children and families.

Essential Duties and Responsibilities

Plan, coordinate, and supervise daily operations and activities.
Assist in developing program schedules, activity planning, special theme days and field trips.
Assist with overseeing staff.
Help maintain a safe environment by enforcing rules, safety procedures, and emergency protocols.
Serve as a point of contact for parents/guardians, addressing questions, concerns, and providing program updates as needed.
Track enrollment, maintain rosters, and manage registration and attendance through the department's registration system.
Purchase, organize, and inventory supplies and equipment.
Provide on-site direction and leadership during after school hours.
Participate in staff meetings, trainings, and Department duties, and initiatives as required.
Other job duties as assigned.

Knowledge, Skills, and Abilities

Strong leadership, organizational, and problem-solving skills.
Ability to work effectively with children, families, staff, and community partners.
Excellent verbal and written communication skills.
Ability to manage multiple priorities in a fast-paced environment.
Strong customer service skills and a positive, professional demeanor.
Ability to work collaboratively as part of a team and independently when needed.
Proficiency in Microsoft Office and the ability to learn registration and attendance systems.
Passion for youth development, recreation programming, and creating positive camp experiences.

Qualifications

Minimum: One (1) to two (2) years of experience working in a camp, childcare, aftercare, or recreation program.

Preferred: Experience overseeing staff or volunteers.

Required: High School diploma or equivalent

Physical Demands

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. The employee must occasionally lift and/or move 50 pounds or more.

The City of Palos Heights is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Contact Information:

For more information or to apply, please contact Maddie Landis at the Parks and Recreation Department:

Phone: 708-361-1807

Email: mlandis@palosheights.org

Address: 6601 W. 127th Street Palos Heights, IL 60463