

Oakbrook Terrace Park District

Job Description

TITLE: LEAP Program Support Staff

CATEGORY: Seasonal

SALARY: \$12-\$13 per hour

SUMMARY:

The LEAP Program Support Staff is responsible for planning and implementing day-to-day recreation activities and providing supervised e-learning support for children ranging from grades K-8. The LEAP Program Support Staff provides a safe, nurturing environment focused on learning, exploration and play. The LEAP Program Support Staff is a seasonal employee working approximately 25 hours per week during periods of remote or hybrid learning for School District 48. Work pace is moderate depending on the task required. LEAP runs M-F from 7:00am-2:45pm, and Extended Care for LEAP runs M-F from 2:45-5:30pm.

QUALIFICATIONS:

The LEAP Program Support Staff should have experience working with children or a background in youth programming. A bachelor's degree in education, physical education, health or a similar area is preferred. Two or more years of experience is preferred.

IMMEDIATE SUPERVISOR:

The LEAP Program Support Staff is under the supervision of the Superintendent of Recreation.

ESSENTIAL FUNCTIONS:

1. Supervise participants during periods of e-learning and provide basic computer support.
2. Manage participant behaviors and transitions through redirection.
3. Develop and execute both structured and unstructured activities to engage participants during activity breaks, as well as during Extended Care.
4. Ensure that participants are following Park District and program policies and procedures, including COVID-19 specific protocols.
5. Develop and maintain effective communications with other staff, participants, supervisor and parents.
6. Maintain accurate daily attendance records and enforce all sign-in/sign-out procedures.
7. Assist with daily set-up and clean-up, as well as regular cleaning and sanitizing of the program area throughout the day. This includes chairs, tables, counter tops, door handles, and other high touch surfaces every two hours.
8. Attend all mandatory staff orientations and trainings.
9. Perform all other duties as assigned.

DESIRED KNOWLEDGE, SKILLS AND TRAITS:

1. Ability to complete the essential functions of the position.
2. Knowledge of children and children's activities.
3. Excellent communication skills.
4. Excellent leadership skills.
5. Willing to acquire First Aid and CPR training.
6. Ability to provide excellent customer service.

MARGINAL FUNCTIONS:

1. Maintain clean and safe program environment.
2. Work well with all personalities.
3. Assist all employees of the Park District as needed.

PSYCHOLOGICAL CONSIDERATIONS:

The LEAP Program Support Staff may feel added pressure during pick-up and drop-off times. The LEAP Program Support Staff must remain calm and continually make good decisions. The LEAP Program Support Staff must be a good problem solver and be able to work in a fast-paced environment.

PHYSIOLOGICAL CONSIDERATIONS:

The LEAP Program Support Staff must be able to bend, stoop, lift items weighing up to 30 pounds, turn, sit, and stand for short or extended periods of time.

ENVIRONMENTAL CONSIDERATIONS:

The LEAP Program Support Staff may be exposed to elements when participating in outdoor activities with participants. Some activities are performed indoors.

COGNITIVE CONSIDERATIONS:

The LEAP Program Support Staff must exhibit good problem-solving ability and good judgment in keeping with the mission of the Park District.

The LEAP Program Support Staff must follow the loss prevention and safety policies of the Park District.

The Oakbrook Terrace Park District is an Equal Opportunity Employer.