

School District 23 Prospect Heights, IL

## JOB DESCRIPTION

**Report to:** EDP Supervisor

**Job Goal:** To help create an environment that is fun and safe in which participants can engage in creative and recreational opportunities

### **Part time**

#### **Job Overview**

District 23 is seeking enthusiastic, energetic and friendly supervisors to work with participants in grades 2-6. This work year follows the school year. The program follows the school calendar and is not open on student non-attendance days.

#### **PERFORMANCE RESPONSIBILITIES:**

Follow program policy and use prudent judgment while supervising participants

Enforces program rules, prevents accidents and maintains discipline

Supervise participants; you are with participants for entire shift.

Oversees the safety and welfare of the participants

Protect facilities and keep them clean and safe.

Act as a positive role model to participants. (Appropriate language, clothing, behavior, etc...)

Maintain proper guidelines during supervision time – including no reading, sleeping, sun-bathing, talking to other staff in groups, etc...

Maintain a positive attitude and enforce sportsmanship at all times

Ability to maintain positive and effective working relationships with other employees and children

Ability to work with general direction from Director

Capacity to work and maintain composure in periods of high activity and in emergency situations

Ability to work in a team atmosphere, promoting positive work relationships with co-workers

Supervises participants in assigned area of outdoor space during use

Performs basic cleaning to ensure a safe and clean environment

Reports any irregular discipline, safety or maintenance problems to the Director

Participates in daily meetings and other skill development activities

Arrives to work on time and on a regular basis and follows procedures for time off

Maintains a clean and organized work environment

Maintains a CPR and First Aid certification (if not currently certified – willing to attend training)

Complete any other duty as indicated by the Director.

#### **Supplemental Information and Physical/Environmental Demands**

Standing and walking for sustained periods of time while completing work

Ability to lift up to 25 lbs. in recreational equipment and other supplies.

Work area is outdoors with frequent exposure to natural and potentially extreme weather conditions while performing job duties

Work environment can be high stress