

EMPLOYMENT OPPORTUNITY



ARC Child Care Attendant

Location: West Chicago Park District (ARC Center)

Start Date: Open

Salary: \$12.00+ per hour DOQ

Contact: Ben Nelson, bnelson@we-goparks.org

General Description:

Under the supervision of the Recreation Supervisor, the ARC Child Care Attendant will be responsible for providing overall supervision children in attendance and ensuring a safe, comfortable environment. This is a part-time position with a variety of morning and evening hours Monday through Saturday.

Qualifications:

- Minimum age: 16
- Applicants must have or be in the process of obtaining a high school diploma, GED, or equivalent.
- Applicants must be CPR/AED/First Aid certified within six months of hire date.
- Applicants must complete DCFS Mandated Reporter training within sixty days of hire date.
- Previous child care and/or cash handling experience is preferred but not required.

Primary Responsibilities:

- Supervise participants, ensure safety, enforce rules, follow discipline guidelines, provide basic first aid, and resolve problems as needed.
- Effectively communicate with supervisors, coworkers, participants, and parents.
- Process visits in registration system.
- Provide outstanding customer service for West Chicago Park District patrons.
- Other related duties as assigned.

ARC Child Care Attendant Shifts

- Varying shifts between the hours of 8:00am-12:00pm (Mon-Sat) and 4:00-8:00pm (Mon-Thurs)
- Staff will be schedule for two to five days each week, depending on registrations, plus occasional staff meetings/trainings and sub shifts.