

Title: Before and After School Counselor
Agency: West Chicago Park District
Category: Part-Time, Non-Exempt
Region: Chicago-Metro
Hourly: \$13.00/hour



Core Values:

We Are West Chicago Park District
Innovative – Dedicated – Focused
Creating Community and Impacting Lives
Achieving Better Results
Moving forward – ever evolving – Here We-Go

Flexible Shifts: *

Before School
Monday-Friday 6:30-8:15am
and/or
Monday-Friday 7:00-8:30am

After School
Monday-Friday 2:30-6:00pm

*Shift start and end times may be adaptable to your schedule; mornings, afternoons or both

General Description:

Active, enthusiastic and caring individuals needed to care for children in the park district Before & After School Program. Responsibilities include assisting in planning, organizing and conducting a variety of activities for assigned group. Children's ages range from kindergarten to 5th grade. Counselors are directly responsible for the safety and welfare of participants at the before and after school programs. The primary emphasis should be on safety, fun, and individual growth. Employees will have the opportunity to work school Day-Off programs. Depending on location, program follows the respective school District Calendar – St Charles: [D303](#) or West Chicago [D33](#).

Essential Functions:

- Supervise participants, ensure safety, enforce rules, follow discipline guidelines, provide basic first aid and resolve problems as needed
- Set-up & clean-up activities, snacks & the facility
- Be creative, enthusiastic, caring, mature & responsible
- Be a team player, energetic & actively engaged in activities

Minimum Qualifications:

- Must be 16 yrs. or older
- Experience working with elementary aged children preferred
- Ability to lift a minimum of 50lbs
- Must have reliable transportation
- Ability to interact well with parents and children
- CPR Certification a plus

Benefits we offer in exchange for your time and talent include:

Park District Facility Discounts and Usage Benefits

Applications: To apply please email a completed job application from our website: www.we-goparks.org You may optionally include a cover letter, resume and letters of recommendation.

Closing Date: Open Until Filled
Contact Name: Pam Schiavoni
Contact Phone: 630-231-9474
Contact Email: PSchiavoni@We-GoParks.org