

# EMPLOYMENT OPPORTUNITY



## ARC Child Care Attendant

**Location:** West Chicago Park District (ARC Center)

**Start Date:** Open

**Salary:** \$14.00+ per hour DOQ

**Contact:** Pam Schiavoni, [pschiavoni@we-goparks.org](mailto:pschiavoni@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 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 8:30am-11:30am (Mon-Fri) and 4:00-7:00pm (Mon-Thurs)
- Staff will be scheduled for two to five days each week, plus occasional staff meetings/trainings and sub shifts.