



1000 W. Wood Street
Bensenville, IL 60106
Phone (630) 766-7015
Fax (630) 766-9280

EMPLOYMENT OPPORTUNITY

Before and After School Club Counselor

DESCRIPTION

The BPD Club counselor is responsible for the supervision and safety of BPD Club, Days Off School Program, Winter Wonder/Spring Escape Camps and various Teen Night Dances throughout the year. The counselor works with the Club Coordinator to assist in monitoring, interacting, leading and developing a safe and fun environment for kids to enjoy during their time out and away from school. They also provide aide to individual students and assist in all program aspects while providing quality customer service to families and patrons of the Bensenville Park District.

DUTIES AND ESSENTIAL JOB FUNCTIONS

- Assist in attendance records, routine safety checks, and general forms needed to operate the program, effectively.
- Assist in set up, distribution, inventory and clean up of snack and cold supper program.
 - Assist in planning and implementation of age appropriate activities promoting the social/emotional safety and development of all participants' ages 5-12 years.
- Assist students with homework
- Mentor and role model professional conduct for participants and patrons
- Resolve conflicts that may arise between children through redirection and logical consequences
- Promote child growth and development through hands on activities, modeling and supervision of child-led play activities.
- Communicate regularly with parents, Club Coordinator and Program Supervisor by email, phone and in person.
- Assist in securing general materials and program supplies for crafts and activities
- Assist in maintaining a clean and safe program environment.

QUALIFICATIONS

- Minimum of 16 years of age
- Experience in working with children ages K-8th grade.
- Good skills in planning activities for children
- Ability to communicate and interact effectively with children, parents, and staff
- Ability to solve problems that may arise
- Must be dependable
- Must be energetic and have a positive attitude
- Ability to enforce Park District rules and safety practices
- Certification in CPR/AED and First Aid is required

JOB STATUS: Part time

DEPARTMENT: Recreation

FSLA STATUS: Non-Exempt

SALARY: \$8.25/hour

HOURS: Morning Shift: 6:45 a.m.-8:45 a.m. Afternoon Shift: 3:00-6:00 p.m. (Mon/Tues/Wed and Fri) Thursday: 2:15-6:00 p.m. Assigned work days and hours vary based on availability.

HOW TO APPLY

Interested applicants may submit application and resume to Lisa Semetko, Recreation Supervisor at lsemetko@bensenvilleparkdistrict.org.

THE BENSENVILLE PARK DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER. Employment with the Park District is governed on the basis of merit, competence and qualification and will not be influenced in any manner by race, age, color, sex, religion, veteran status, national origin, marital status, mental or physical disability or any other legally protected status.