

FOSS PARK DISTRICT

Title: Playground Coordinator

Reports To: Recreation Superintendent

(THIS IS NOT IMRF QUALIFIED POSITION)

GENERAL STATEMENT OF DUTIES:

Plans, organizes, implements and supervises the Summer Playground program for children in grades 1 – 8.

SUPERVISION RECEIVED:

Works under the general supervision of Recreation Superintendent.

DUTIES AND RESPONSIBILITIES:

1. Maintains working knowledge of park district ordinances, rules, regulations, policies relating to care and usage of parks and facilities.
2. Performs other related duties as required or assigned by the Recreation Superintendent.
3. Work in cooperation with Youth Recreation Coordinator in coordinating and implementing daily programs of games, special events, arts and crafts, stories, singing, etc. for children in grades 1 – 8.

HOURS:

The playground coordinator is expected to work the minimum of 30 hours per week and will be considered on duty at all times or as scheduled by the Recreation Superintendent.

Qualifications:

Documents that establish both identity and employment eligibility are required.

Education:

High school diploma or GED required.

Licenses: Valid Illinois Driver's License

Physical Requirements: The ability to do prolonged talk, walk and hear. The employee is required to use hands to handle, feel or operate objects or tools; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this by this job include close vision, color vision and the ability to adjust focus. While performing duties of this job, the employee must be outside. The employee is exposed to wet and/or humid conditions, dust and heat. The noise level is moderately loud.

CONDITIONS OF CONTINUED EMPLOYMENT

- Must submit to a physical examination and drug test.
- A background check is mandatory.

