University Park

Founded in 1967 as a planned community, University Park was designed for quality of life. University Park boasts a championship golf course, a 30-acre lake, a community pool, one of the largest industrial parks in the State of Illinois and is home to Governor State University a four (4) year University.

University Park is a pleasant place to live. We feature a broad mix of housing from single family residential to condominium, and apartment complexes. The Village features hiking trails and winding walking and biking paths. Quality education, affordable homes, and a close-knit, active community also make University Park a good place to raise a family.

University Park’s strategic location is just 30 miles south of Chicago’s downtown loop area and is a key factor in its economic development potential and will continue to be so in the years ahead. The Village is served by multiple nearby interstate highways which allows for the combination of rural beauty and easy accessibility.

Position Summary:

Under the direction of the Village Manager or designee, the Before & After School Coordinator is responsible to support the operations of the Before and After School program and will provide leadership, organize and implement activities to the students.

Required Knowledge, Skills, and Abilities:

- Plan and Provide educational and recreational activities for students and supervise students with activities
- Keep accurate attendance and other related records, including emergency contact information, received and reconcile daily and monthly attendance records, administer basic first aid, Northern Illinois Food Bank documents and compile reports as required
- Assist with shopping for snacks and other supplies
- Assist with planning cultural and recreational activities which may require transportation
- Prepare written correspondence for approval by the Village Manager and distribute to parents regarding expectations of the program, important information, field trips and reminders
- Work flexible hours from 7:00 a.m. to 10:00 a.m. and return to work from 3:30 p.m. to 6:30 p.m. and confer with parents

Village Hall – 698 Burnham Drive, University Park, Illinois 60484
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Regarding behavior of participants

- Assist with creating lesson plans; plan a variety of activities for arts and crafts, games and social behavior tailored to school age and ability and implementing before and after care student activities
- Comply with the Village of University Park rules and requirements for employment, attend staff meetings and participates in employee training sessions as required

Qualifications:

- High school diploma/ GED required
- Outstanding customer service and relationship building skills
- Individuals who work well in a team environment
- Excellent communication skills with varied audience including staff, parents, children and school personnel.

The position is Part-Time Temporary up to 20 hours per week. The pay rate for this position is $14.00 per hour. To be considered for the position please submit application and resume by March 20, 2020 to the Village of University Park, c/o Ernestine B. Beck-Fulgham, Village Manager, 698 Burnham Drive, University Park, IL 60484.