

Village of

University Park



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VILLAGE MANAGER

John E. Pate

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 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 Assistant** is responsible to support the operations of the Before and After School program and will provide, support, leadership, organization for students.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

- Support educational and recreational activities for students and supervise students with activities
- Assist with planning cultural and recreational activities which may require transportation
- Work flexible hours from 7:00 a.m.-10:00 p.m. & 3:30 p.m. to 6:30 p.m.
- Mandatory School Early Dismissal Days from 1:00 p.m. to 6:30 p.m.
- 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

The position is Part- Time Temporary up to 20 hours per week. The pay rate for this position is \$12.00 per hour. To be considered for the position please submit application and resume by August 9, 2019 to the Village of University Park, c/o John Pate, Village Manager, 698 Burnham Drive, University Park, Illinois 60484.

