



## **Kids Klub Site Supervisor Job Description**

The **Kids Klub Site Supervisor** is responsible for overseeing the day-to-day operations of the Kids Klub program, ensuring a safe and engaging environment for all participants. This includes lesson planning, staff scheduling, and effective communication with both parents and external partners, particularly the Northwest Special Recreation Association (NWSRA), regarding after-school participants. Communicate to department supervisor any violations, staffing issues, serious occurrences, accidents, or incidents.

### **Benefits for Kids Klub Site Supervisors:**

- Paid Time Off.
- Vision Insurance.
- Retirement Savings Plan.
- Free membership to the South Barrington Club and Fitness Center.
- Refer a friend and receive **\$ MONEY \$!**
- Discounts on all Café and Pro Shop items.

### **Qualifications for Kids Klub Site Supervisors:**

- High school diploma or equivalent.
- Associate Degree in Early Childhood or Elementary Education is a plus!
- Experience and enjoyment in working with children.
- Previous leadership role experience.

### **Hours & Pay for Kids Klub Site Supervisors:**

- The pay range is \$20 - \$24 per hour.
- The hours are 2pm to 6pm, M/W/F with an M-F option.

### **Essential Functions for Kids Klub Site Supervisors:**

- **Leadership and Supervision:**
  - Lead and manage the recreation staff, providing guidance, support, and ensuring adherence to safety and program standards.
  - Supervise and engage with youth participants in after-school activities, maintaining an organized and positive environment.
- **Communication with Parents:**
  - Serve as the primary point of contact for parents, addressing questions, concerns, or updates about their children's participation in the after-school program.
  - Provide clear and timely communication regarding schedules, activities, or any important program information.
- **Collaboration with Barbara Rose Elementary School:**
  - Coordinate and maintain strong relationships with the staff and administration of Barbara Rose Elementary School to ensure smooth

- transitions and effective program operations.
- Function as the liaison between the Park District and the school, facilitating necessary communication and logistical coordination.
- **Program Oversight:**
  - Ensure all activities are appropriately planned, organized, and executed in line with the park district's goals and standards.
  - Monitor participant behavior, safety protocols, and address any incidents or emergencies as needed.
- **Determine Appropriate Staff to Child Ratios:**
  - Ensure that the number of staff members assigned to supervise children meets or exceeds the required child-to-staff ratio for safety and compliance.
- **Maintain Accurate Daily Attendance:**
  - Track and record attendance of all participants each day, ensuring the accuracy of the records for safety and operational purposes.
- **Plan and Execute Activities for Children During School Breaks:**
  - Develop and implement engaging and educational activities for children during days when school is not in session, ensuring a structured and fun experience.
- **Maintain a Clean Driving Record:**
  - Ensure a safe and clean driving record, adhering to all traffic laws and safety regulations.
- **Obtain and Maintain Current First Aid and CPR Certifications:**
  - Stay up-to-date with first aid and CPR certifications to ensure the ability to respond effectively in the event of an emergency.
- **Perform Administrative Duties in a Timely and Professional Manner:**
  - Complete required paperwork, reports, and other administrative tasks accurately and on time, while maintaining professionalism in all communications.
- **Be a Positive Role Model to Staff, Participants, and Volunteers:**
  - Exhibit leadership qualities, professionalism, and respect, serving as an example for staff, participants, and volunteers in all aspects of the program.
- **Work Additional Hours for Tasks or Special Events:**
  - Occasionally work beyond standard hours to complete tasks, prepare for events, or assist with special programming needs.
- **Complete 15 Hours of Professional Development Annual Trainings:**
  - Participate in professional development opportunities each year to enhance knowledge, skills, and effectiveness in the role.