



# We're Hiring: Site Coordinator The Link Before & After School

The Downers Grove Park District is searching for: Site Coordinator - The Link Before & After School



## OUR MISSION

Enriching our community through natural area preservation and exceptional recreation, parks, and facilities that inspire memorable experiences.



## OUR VISION

To be the community resource encouraging PLAY for L.I.F.E.

Leadership. Imagination. Fulfillment. Enjoyment



## OUR CULTURE

We believe in a culture where our team members are respected, valued and appreciated. Flexibility in one's life is understood and work-life balance is respected. Innovative thinking is expected and encouraged lacking fear of failure. It is understood that through hard work the organization is committed to assisting in career development. We believe success relates directly to intention, effort and progress.



## OUR CORE VALUES

- **PROFESSIONALISM**  
Committed to fostering a supportive culture that develops, empowers, respects and appreciates residents, volunteers, and staff.
- **INTEGRITY**  
Serving consistently, openly, and honestly.
- **SAFETY**  
Emphasizing a fun environment where residents and staff feel socially, emotionally, and physically secure.
- **AMBITION**  
Leaders in exploring and creating innovative opportunities based on evolving needs and trends.
- **RESPONSIBILITY**  
Preserving and maximizing community resources and partnerships through historical, environmental and fiscal stewardship.

Learn more about Downers Grove Park District at [www.dgparks.org](http://www.dgparks.org) ►

# Site Coordinator

## The Link Before & After School



### Why, you ask?

We created this position for our new before and after school program, The Link. In order to develop this program and make it successful, we are looking for an individual to join our team and serve as a program leader to participants and staff.



### The Position

The Site Coordinator is responsible for supervising, implementing and evaluating all day-to-day activities and administrative duties. Some duties may include, but are not limited to: developing and maintaining effective public relations and communications with participants, parents and staff, maintaining program documents, inventory of program supplies, supervision of program staff and driving a 15 passenger bus. This individual must work collaboratively with all Lincoln Center staff.



### The Ideal Candidate

The team member should possess: a positive attitude, strong leadership skills, creativity, effective customer service and communication skills, passion and enthusiasm towards creating memorable experiences, understanding and sensitivity to community needs, a team mentality, patience in working with and mentoring young team members, open mindedness, ability to embrace change and trustworthiness.



### Work Environment/Physical Demands/Expected Hours of Work

This team member operates in a dynamic, professional environment. Innovative thinking towards achieving common goals and success is appreciated and expected. The team member is expected to be actively engaged in all day-to-day operations of The Link program. The position requires approximately 30-39 hours per week of availability to meet the needs of the program. Program hours range Monday through Friday from 6:30-8:20am and 2:55-6:30pm, with the opportunity to work additional hours for program preparation, half days of school, days off and seasonal breaks. The team member should also be available for occasional evening or weekend hours for staff trainings or meetings.



### Preferred Education and Experience

This position has no boundaries. The ideal team member will draw from their own educational background, unique perspectives, life experiences, values and work ethic in order to bring success to the role.

### Wage

\$13.00 - \$15.00/hour

### Are we the right fit for you....?

Do our Mission, Vision, Values, and Culture fit your life style? Do you meet the competencies for this job and want to work with others who have the same values? If so, then we are where you belong. Come join us and let's enrich the community of Downers Grove together.



### How to Apply:

Applications are only accepted through our online jobs portal - create a profile and submit your application at [www.dgparks.org/jobs](http://www.dgparks.org/jobs)

▶ [Click here for the legal job description](#)