

Third Base Coordinator

Job description: The Third Base Coordinator is responsible for overseeing the daily operations of the school site in District 100 that has been assigned. This position assist with the planning, organizing, supervising, and evaluating the recreational program/staff following the guidelines of the Belvidere Park District. Gives daily direction to the Third Base Counselors. This position reports to the Recreation Supervisor-Youth.

Job Type: Seasonal Part-time

Benefits: *Employee discount, Flexible Schedule*

Work Location: In person

General Hours: After-school program hours run primarily from 1:30 p.m. - 6:00 p.m., Monday through Friday when school is in session, mid-August through the end of the school year

Requirements:

- Must be 18 years of age or older.
- Open/Closing of site is required.
- Minimum of 2 years' experience in working with children ages 5-12
- Possess decision-making, conflict resolution, delegation, and organizational skills.
- Ability to adapt to rapidly changing circumstances
- Possess the knowledge and skills of implementing, organizing, and supervising activities
- Medic First Aid/CPR/AED Certification (or equivalent) is required within 30 days of employment. If you are not already certified, training will be provided.

Pay: \$15.00 - \$18.69 per hour

Disclaimer: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job when circumstances change; e.g., emergencies, deadlines, personnel changes, workload and technological development, etc.