

CITY OF BERWYN RECREATION DEPARTMENT

POSITION DESCRIPTION

Position Title: Aftercare & Out of School Care Counselors & Drivers

Basic Function: Care and interact with children Kindergarten through 8th grade with daily activities, homework and maintain a healthy, structured and enjoyable environment.

Qualifications:

- Must be 17 years of age as of December 2021
- Applicants must have experience, be caring and enjoy working with children.
- Drivers must have a current Illinois Drivers License with a good standing driving record.
- Drivers will be responsible to safely transport the students from Berwyn School District 100 & 98 to the Berwyn Recreation Center in a city vehicle.
- Counselors and drivers must ensure the safety of the children.
- Applicants must be FIRST AID, AED & CPR CERTIFIED or willing to take time to become certified through the recreation center staff.
- Required online child care learning through Illinois Action for Children through the recreation center.
- Applicants must be available from 2:30 p.m. to 6:15 p.m. Monday –Friday.
- Must be reliable.
- Employment is based on a clean background check.

Duties and Responsibilities:

- Responsible for caring for children during after care activities and help students in the homework room.
- Initiate and complete daily activities.
- Engage, enthusiastic, encouraging and supportive to the children.
- Implementing emergency protocol efforts to ensure the protection of campers.
- Drivers are to ensure students are seat belted and safe during pickup and transport to the Berwyn Recreation Center.

Key Contact and relationships:

- Directly responsible to the After Care Director.
- Frequent contact with children and staff.
- Frequent contact with After Care Director, Office Manager and Office Staff.
- Moderate contact with the Recreation Director.

Rate of Pay: \$11.00 per hour

Availability: Monday through Friday

18 - 25 hours per week

Additional hours possible through Out of School Days, sporting & holiday events

Application: Applications can be found at www.berwyn-il.gov

Please return application to:

City of Berwyn Recreation Center - 6501 31st Street, Berwyn (708) 749-6531