

JOB POSTING

DATE: February 22, 2018

POSITION: Part Time Youth Center Staff

DEPARTMENT: Youth Center

PAY RATE: \$8.25/hour

JOB DUTIES: This position is responsible for supervising youth at the Patti Leach Youth Center at all times, to provide fun interactive games and to create a safe and respectful area for all members to gather and take part in structured and unstructured activities. The Youth Center staff must be energetic and creative, able to complete accurate and timely reports, monitors and ensures member safety, equipment, maintenance and cleanliness of program areas. Assist Youth Center Director in maintaining appropriate youth and family records. Be visibly involved with the community, youth center members, their families and staff in positive, friendly manner.

QUALIFICATIONS: Must be well organized and able to prioritize tasks as well as have the ability to efficiently manage multiple areas of responsibility with overlapping deadlines in a fast-pace environment. Ability to provide customer service in a helpful, polite, tactful and efficient manner. Must pass a medical exam and be free of medical conditions that would preclude one from successfully performing essential functions or would pose a direct threat to the health or safety of oneself or others. Must pass a background check and drug/alcohol test. High school diploma/GED is required. Applicants at least 21 years old are preferred. Previous experience in child-care, youth development and/or recreation is preferred.

To receive consideration, please submit your application and resume to Dan Podgorski at the Village of Lansing Municipal Center, 3141 Ridge Road Lansing, Illinois 60438 or as an email attachment sent to dpodgorski@villageoflansing.org. If you submit your resume by email, please put the position you are applying for in the subject line.