

**United City of Yorkville**

**Parks & Recreation Department**

**Recreation Coordinator**

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The United City of Yorkville is seeking applicants for the full-time position of the Child Development Coordinator and Lead Preschool Teacher in the Parks and Recreation Department. Under the supervision of the Superintendent of Recreation, the Child Development Coordinator and Lead Preschool Teacher’s main focus of responsibility will entail the organization, administrative planning, operation and supervision of the City’s preschool program and classes. This person will be responsible for designing and preparing the yearly preschool curriculum, recruiting new part-time hires, training and supervising seasonal staff, creating and implementing summer camps as well as creating and submitting information for the quarterly program catalog. This position works with school personnel and special interest groups in coordinating facilities and program needs. This position requires a flexible, energetic, creative individual who is able to multi-task and has an excellent knowledge of prechoool programs and classes. This position noramlly works a Monday – Friday, 8am – 4:30pm schedule; however, there will be some nights and weekends as needed.

The qualified applicant should be certified in early childhood education. Minimum of two (2) years working experience in a preschool/elementary teaching environment. Record of excellence in student/teacher relationships, communication, and working with other preschool staff and students. CPR, First Aid, and AED certifications required within 3 months of hire.

Salary hiring range is $34,133 to $44,000 depending on qualifications. Submit cover letter,

resume, and application to Human Resources, Attn: Shay Remus via email at sremus@yorkville.il.us Job description and application can be found online at <http://www.yorkville.il.us/Jobs.aspx>. Applications must be submitted by Wednesday, June 16, 2021.