



Before and After Care Employment Opportunities

2022-2023 School Year

HOUSE

The Community House Before & After the Bell program is seeking experienced and qualified team members. All members of our team must have experience working with children and have an enthusiastic and positive attitude. Qualified team members will be able to implement the program curriculum which includes enrichment courses, homework help, and group activities.

Our team members are responsible for being positive role models for our participants, providing a warm and caring atmosphere for growth and prioritizing safety in all activities. Candidates must have a proven track record of responsible child supervision. Each educator should also be able to articulate their personal vision of enabling all children to experience their highest potential.

Applications will be accepted beginning **June 27th** and end when all positions are full.

Applications will not be considered or accepted after closing date.

### **Position # 1**

**Title:** Before and/or After School Site Director  
**Hours Per Week:** Approximately 18-24 hours  
**Times:** Ability to work as early as 7:00am-8:45AM and 2:45PM-6:15PM (will work with other schedules)  
**Start/End Dates:** Training is week of August 15th, program operates August 22nd through June 2<sup>nd</sup>  
**Wages:** Dependent on Qualifications, \$16 per hour  
**Description:** Site Director will assume a lead role in planning and implementation of activities in the Before and After the Bell program. Site Director will be directly responsible for the supervision and safety of registrants, the supervision and management of Program Counselors and assisting the Recreation Coordinator in all aspects of program planning and implementation.

**How To Apply:** In Person: Submit to front desk of The Community House, 415 W. 8th Street, Hinsdale, IL.  
By Email: [kkaspar@thecommunityhouse.org](mailto:kkaspar@thecommunityhouse.org) (Karen Kaspar, Recreation Supervisor)

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### **Position # 2**

**Title:** Kindergarten Enrichment Achievement Program (K.E.A.P.) counselor  
**Hours Per Week:** Approximately 20-25 hours a week  
**Times:** 8:30AM-3:00PM (will work with other schedules)  
**Start/End Dates:** Training is week of August 15th, program operates August 22nd through June 2<sup>nd</sup>  
**Wages:** \$14.00 or Dependent on Qualifications  
**Description:** Under the supervision of the Site Director, responsible for providing an appropriately safe, caring, and enriching environment for the children enrolled in the K.E.A.P program. Counselors/Mentors are responsible for conducting themselves in an appropriate manner, setting an example for children, parents, and co-workers.

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By Email: [kkaspar@thecommunityhouse.org](mailto:kkaspar@thecommunityhouse.org) (Karen Kaspar, Recreation Supervisor)

\*Please specify which Position you are applying for or note if you are applying for either position. The Community House is an equal opportunity employer.