



## **HAMPSHIRE TOWNSHIP PARK DISTRICT**

### **Little People Playtime Director**

**Company:** Hampshire Township Park District  
**Location:** Little People Playtime, 441 East Jefferson Avenue, Hampshire, IL 60140  
**Job Title:** **Little People Playtime Director**  
**Contact email:** Patti@hampshireparkdistrict.org  
**Contact phone:** 847-683-2690  
**Closing date:** Open until filled  
**Salary:** \$38,000.00-\$41,000.00, depending on qualifications

### **Description**

The Hampshire Township Park District's Little People Playtime Day Care and Preschool is seeking a qualified individual to oversee and manage these highly respected programs. The Little People Playtime Director will utilize all available resources of the Park District and its Staff to ensure a smooth and effective delivery of services to patrons of the Preschool program and the DCFS licensed Day Care program while maintaining the safety of the Staff and participants. This involves administering, coordinating, and evaluating both programs and Staff using the established policies and procedures of the Hampshire Township Park District.

### **Qualifications**

- Hold a valid Illinois Type 4 Teaching Certificate (birth to grade three) OR willing to complete the courses required to obtain during first calendar year of employment.
- Elementary Education degree with a minimum of six credit hours in Early Childhood or Child Development
- Experience preferred in administration/management OR willing to complete DCFS management requirements within 90 days of employment
- Experience preferred with groups of children birth to five years
- Submit to the required DCFS fingerprinting and background search
- Fulfill the annual 15 to 20 hours of continuing education as required by DCFS standards during each calendar year
- CPR/First Aid certified or willing to complete these within 30 days of employment
- DCFS age requirement is 21 years old
- Food Handler training completion upon employment

### **Essential Duties**

- Directly supervise the Little People Playtime programs including Preschool, Day Care, and all associated camps and events.
- Provide leadership for the entire Staff of Little People Playtime by remaining current in Early Childhood recommendations, standards, and direction.
- Attend meetings and provide a monthly written report to the Board of Commissioners and other reports as requested.
- Assist in the development of long range planning, goals and program forecasts.
- Coordinate with the Day Care Director to ensure that the Little People Playtime facility is performing at DCFS Licensing Standards, including maintaining accurate records of enrollment and classroom numbers.

- Update the Parent Handbooks and Staff Handbook as needed to keep parents and Staff informed of changes regarding policies and procedures.
- Create professional and effective communication methods with parents and Staff using email/apps, phone, and in-person.
- Prepare the annual budget and track expenditures for all assigned programs.
- Schedule program days/hours, staffing and curriculum as well as organize and advertise registration information, parent orientations, supply lists, forms, and flow of communication between parents and staff.
- Hire, train, manage, direct, schedule, discipline, evaluate, and recommend merit increases for assigned staff ensuring an effective and efficient department run in accordance with Department of Labor laws and District policies and procedures. Assist with reviewing applications, interviewing and selecting individuals for job openings in both programs.
- Review Staff performance through classroom observations, comments, and taking appropriate disciplinary action when needed.
- Coordinate and document all trainings for Staff including PDRMA trainings, in-service trainings and DCFS trainings.
- Evaluate the effectiveness of all services under his/her authority and make recommendations for modifications.
- Provide appropriate information for district program guides and websites.
- Management of purchase orders and supplies for facility operation.

### **Physical Demands**

The physical demands described here are representative of those that an employee must meet to successfully perform the essential functions of this position. Reasonable accommodation will be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally required to stand, kneel, reach, walk and sit. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception.

Hampshire Township Park District is an equal opportunity employer.

To apply for this position go to [www.hampshireparkdistrict.org](http://www.hampshireparkdistrict.org).