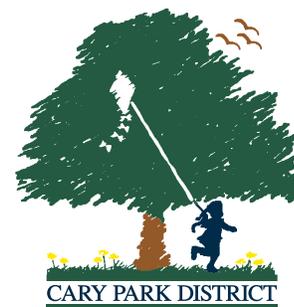


Cary Park District Summer Job Fair 2023 Available Positions



Camp ECHO Day Camp Counselor (seasonal position)

Interviewing/Hiring Timeline: February - April with training beginning early June.

- Responsible for the planning, organizing, and leading of activities for day camps.
- Direct and overall supervision of day campers throughout the day.
- Experience in leading children, outdoor recreation, nature awareness, and crafts.
- Hours of work are 8:30 am - 4:00 pm, Monday - Friday.
- Communicate (written and verbal) regularly and effectively with coworkers, parents, and participants.
- CPR/AED and first aid certification required (or willingness to obtain).
- Must be at least 16 years old.

Before & After Camp Staff (seasonal position)

Interviewing/Hiring Timeline: February - May with training beginning early June.

- Responsible for planning, organizing, and leading of activities for campers in the Before and/or After Camp program.
- Experience in leading children, outdoor recreation, games, and crafts.
- Hours of work for Before Camp are 7:00-8:45 am and After Camp are 3:00-6:00 pm, Monday - Friday.
- Communicate (written and verbal) regularly and effectively with Camp Coordinator, Assistant Camp Coordinator, counselors, parents, and participants.
- CPR/AED and first aid certification required (or willingness to obtain).
- Must be at least 17 years old.

Sunshine Camp Director - Preschool Age (seasonal position)

Interviewing/Hiring Timeline: March - April with a late May start.

- Responsible for the daily management and supervision of Sunshine Camp including supervision of counselors, communication with parents, reviewing counselor lesson plans, organizing supplies and supply orders, and preparing necessary forms/paperwork for the site.
- Responsible for planning and implementation of planned activities including set-ups/take downs, and daily cleaning.
- Leadership of campers through play, crafts, activities, and outdoor recreation.
- Responsible for supervision and safety of children in the program.
- Communicate both written and verbal regularly and effectively with coworkers and parents.
- Prior experience in Early Childhood Education, activity programming/leadership, and working with groups of children is preferred.
- Prior experience in staff supervision preferred.
- CPR/AED and First Aid certification required or willingness to obtain.
- Must be at least 18 years old.

Sunshine Camp Counselor - Preschool Age (seasonal position)

Interviewing/Hiring Timeline: March - April with a late-May start.

- Supervision and leadership of campers throughout the camp day.
- Responsible for planning and implementation of daily/weekly activities including set-ups/take downs and daily cleaning.
- Leadership of campers through play, crafts, activities, and outdoor recreation.
- Responsible for supervision and safety of children in the program.
- Communicate written and verbally regularly and effectively with coworkers and parents.
- Prior experience in Early Childhood Education, activity programming/leadership, and working with groups of children is preferred.
- CPR/AED and First Aid certification required or willingness to obtain.
- Must be at least 18 years old.

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Sunburst Bay Aquatic Center Lifeguard (seasonal position)

Interviewing/Hiring Timeline: February - April with a May start. Hiring up to 35 individuals.

- Responsible for the prevention of accidents and injuries through the enforcement of rules at the pool facility both in the water and on the deck.
- Ability to teach swim lessons.
- Assist with maintenance and housekeeping of the pool deck, locker rooms/shower area, concession stand, and pool office.
- Communicate (written and verbal) regularly and effectively with coworkers and participants.
- Requires certification in American Red Cross life guard skills including water rescue techniques, adult/child/infant CPR and first aid techniques.
- Lifeguard certification requires lifeguards to be at least 15 year old (work permit required if under 16).

Sunburst Bay Aquatic Center Swim Lesson Instructor (seasonal position)

Interviewing/Hiring Timeline: February-April for May start. Hiring up to 10 - 15 individuals.

- Greet patrons verbally during entry and exit of the facility.
- Teach swim lessons either as an assistant or head instructor when needed.
- Assist with general maintenance of pool facility as directed by pool manager.
- Assist with overall cleanliness of pool facility this includes the pool deck, locker rooms, concession area, and pool office.
- Respond to situations safely and responsibly.
- Assist with first aid
- Must be at least 15 years old (work permit required if under 16).

Sunburst Bay Aquatic Center Aqua Fitness Instructor (seasonal position)

Interviewing/Hiring Timeline: March/April for May start. Hiring 1 - 3 individuals.

- Responsible for planning, organizing, and leading of activities for participants in aqua fitness classes.
- Must possess coordination, rhythm, and timing.
- Uphold customer service standards in accordance with recreation operation and District policy.
- Work assigned shifts and find own substitute when needed.
- Display positive and effective leadership skills to all participants.
- Develop and implement lesson plans for each program meeting with modifications based on individual participant needs.
- Must be willing to teach a variety of aqua formats.
- Willing to obtain certifications for aqua fitness formats that require specific certifications.

Sunburst Bay Aquatic Center Admissions Staff (seasonal position)

Interviewing/Hiring Timeline: February - April with a May start. Hiring up to 10 individuals.

- Greet guests verbally during entry and exit of the facility.
- Customer service and computer experience required.
- Customer experience a plus.
- Responsible for inputting registrations for swim lessons and aquatics programming.
- Responsible for selling memberships and checking people into the facility.
- Must be at least 17 years old.

Sunburst Bay Aquatic Center Guest Service Staff (seasonal position)

Interviewing/Hiring Timeline: February-April for May start. Hiring 10 - 15 individuals.

- Greet guests verbally during entry and exit of the facility.
- Assist with general maintenance of the pool facility as directed by the pool manager.
- Assist with cleanliness of pool deck, locker rooms, concession area, pool office, and break room.
- Respond to situations safely and responsibly.
- Assist with first aid.
- Attend to cabana renters.
- Lead birthday parties and meet renters when scheduled.
- Must be at least 16 years old.

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Youth Athletic Instructor (seasonal position)

Interviewing/Hiring Timeline: March/April for spring and May for summer.

- Responsible for coaching children ages 3 years old and up depending on the sport.
- Responsible for leading a weekly practice.
- Responsible for teaching the fundamentals of specific sport.
- Must have knowledge of the sport.
- Communicate (written and verbal) regularly and effectively with coworkers and participants.
- Prior coaching experience preferred.
- Must be at least 15 years old (work permit required if under 16).

General Interest Instructor (year round position)

Interviewing/Hiring Timeline: Open

- Responsible for the planning, organizing, and leading of activities for participants in the general interest program and especially in cooking, sewing, crochet, basket weaving, guitar, and jewelry making segments to name a few.
- Communicate (written and verbal) regularly and effectively with coworkers, parents, and participants.
- Display positive and effective leadership skills.
- Uphold appropriate recreation and general interest program operations, safety and risk management procedures, and customer service standards in accordance with the District.
- Position requires education and/or related background in associated program topic techniques and instruction, and direct leadership of children.
- Must be at least 18 years old.

Communication & Marketing Support (seasonal position)

Interviewing/Hiring Timeline: Interview winter/spring for a mod-May start.

- Provide photography at Park District programs & special events (equipment is provided to you).
- Assist in the development and implementation of National Park & Recreation Month (July) campaign.
- Assist in the development and implementation of at least one social media campaign.
- Assist the Marketing Department with projects.
- Candidate(s) must be knowledgeable of social media and regular users of social media, especially Instagram.
- 20 hours week throughout the summer (mid May - early August) with the ability to have a flexible schedule that may include morning, afternoons, evenings, and the occasional weekend.
- All applicants need to have a valid Illinois Driver's License and own transportation to get to program locations, sometimes multiple locations in a day, to complete assignments.
- Must be at least 18 years old.

E.T. KidZone Site Director

Interviewing/Hiring Timeline: Hiring for the 2023-2024 school year.

- Responsible for the daily management and supervision of an E.T. KidZone site, including supervision of staff, communication with parents, planning and implementing weekly activities, organizing supplies and supply orders, overseeing daily attendance, and preparing necessary forms/paperwork for the site.
- Responsible for supervision and safety of children in the program.
- Communicate written and verbally regularly and effectively with E.T. KidZone staff, parents, and school administration.
- Experience in activity programming/leadership and working with groups of children is preferred.
- Prior experience in staff supervision is preferred.
- CPR/AED and First Aid certification required or willingness to obtain.
- Must be at least 18 years old.
- Hours of work before school are 6:45 - 8:45 am and after school are 3:00 - 6:00 pm.

E.T. KidZone Staff

Interviewing/Hiring Timeline: Morning shift openings for the 2022-2023 school year and morning & afternoon shift openings for the 2023-2024 school year.

- Responsible for planning and implementation of activities before and/or after school.
- Responsible for supervision and safety of children in the program.
- Communicate written and verbally regularly and effectively with E.T. KidZone staff, parents, and school administration.
- Experience in activity leadership and working with groups of children is preferred.
- Must be at least 16 years old.
- Hours of work before school are 6:45 - 8:45 am and after school are 3:15 - 6:00 pm.

E.T. KidZone Inclusion Aide

Interviewing/Hiring Timeline: Open 2023-2024 school year (openings based on needs of registered participants)

- One-on-one supervision of a child with special needs.
- Should have experience working or teaching children with special needs.
- Will assist child in program participation, friendship facilitation, and activity adaptation.
- Hours of work for Before School are 7-8:45 am and After School are 3:15-6:00 pm.
- Communicate written and verbally regularly and effectively with E.T. KidZone staff, parents, and participants.
- Must be at least 16 years old.

Park Maintenance (seasonal position)

Interviewing/Hiring Timeline: April for a May start.

Hiring up to 6 individuals.

- Responsible for general maintenance, cleanliness, assisting with construction projects, janitorial responsibilities, mowing, trimming, equipment maintenance, and preventive maintenance program within the facilities and park system.
- Prior experience in horticulture, equipment maintenance, and/or construction is preferred, but not necessary.
- Communicate (written and verbal) regularly and effectively with coworkers and patrons.
- All applicants need to have a valid Illinois Driver's License.
- Must be at least 18 years old.

Aquatics Maintenance /Custodian (seasonal position)

Interviewing/Hiring Timeline: April for a May start.

Hiring up to 2 individuals.

- Responsible for general maintenance, cleanliness, janitorial responsibilities, equipment maintenance, and preventive maintenance program within Sunburst Bay Aquatic Center.
- Prior experience in equipment maintenance, janitorial and/or construction is preferred, but not necessary.
- Communicate (written and verbal) regularly and effectively with coworkers and patrons.
- All applicants need to have a valid Illinois Driver's License.
- Must be 18 years old.
- Schedule includes afternoon, evening, and weekend shifts.

Front Desk (seasonal position)

Interviewing/Hiring Timeline: April.

Hiring 1 - 2 individuals.

- Customer service and computer experience required.
- Customer service experience a plus.
- Communicate (written and verbal) regularly and effectively with patrons, coworkers and supervisor.
- Responsible for inputting registrations into computer
- Schedule includes 1 - 2 evenings per week and at least 2 weekend shifts a month.
- CPR/AED and first aid certification required (or willingness to obtain).
- Must be at least 18 years old.

Concessionaire (seasonal position)

Interviewing/Hiring Timeline: March - April for late, summer & fall seasons. Hiring up to 5 - 10 individuals.

- Responsible for the sale of food and beverage at the Lions Park or Sunset Bay Aquatic Center concession stand.
- Customer service experience preferred.
- Must be at least 15 years old (work permit required if under 16).

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