



Job Title: Early Childhood | Youth Instructor – Recreation Department

Classification: Part Time Hourly – Year-Round

Supervisor: Recreation Supervisor

Rate: Depending on Qualifications (DOQ)

Job Overview:

The Early Childhood | Youth Instructor is responsible for developing and implementing lesson plans suited for preschool through grade school aged children for the activity which they have been hired to oversee. The EC | Youth Instructor is required be positive and maintain the standards of the program and the professionalism of the Park District. The instructor must ensure a program that contributes to the growth, wellbeing, and development of the participant.

Skills and Qualifications:

- Must be at least 18 years of age and have a high school degree.
- Some college course work in Early Childhood, Child development, or recreation field.
- Must be able to pass a detailed background check with the Illinois State Police, have no evidence of misuse or use of illegal substances or drugs.
- Minimum of one-year experience working with children.
- Must be able to organize and supervise specific skill exercises for children.
- Possess effective communication skills, both verbal and written.
- Ability to enforce policies in a courteous and polite manner and maintain a positive attitude.
- Must possess CPR, First Aid, and AED, training within the first six months.

Essential Duties & Responsibilities:

- Organize class and ensure that the program is always of high quality and efficiency.
- Create and implement curriculum activities designed for the growth of each participant.
- Prepare materials for class projects, activities that are needed for class.
- Always deliver quality customer service, remembering to keep information confidential.
- Take attendance for each class and maintain an organized session.
- Work is performed at a self-controlled pace but may vary depending on class description.
- Ensure program activities are conducted safely and according to all safety guidelines.
- Always be aware of each child and assume responsibility for all participants until released to a parent/guardian, or designated caregiver.
- Ensure all standards of child protection measures are fully complied with, according to established District safety rules, procedures, policies, regulations, and law.
- Perform set-up and clean-up of activities, including but not limited to preparing snack and cleaning up art projects.
- Participate in staff training, and professional development to ensure excellence.
- Accident, Incident Reports must be turned in the day the accident/incident occurred. Any major accidents must be reported to the Recreation Supervisor immediately.
- Perform general classroom cleaning duties as necessary.
- Perform other duties as assigned.

Hours:

The Early Childhood | Youth instructor hours are a minimum of 1 hour a week to a maximum of 30 hours a week.

Psychological Considerations:

- Employee must be able to adapt to a busy, sometimes noisy environment.
- Employee must be emotionally flexible to effectively work with children at different educational and social stages of development.
- Employee should be able to maintain a positive working relationship with other employees.
- Employee must work effectively under deadlines in a variety of environments and elements.
- Employee must demonstrate leadership qualities to perform required work.

Physical Demands:

- Requires frequent sitting, balancing, stooping, kneeling, crouching, handling, fingering.
- Requires occasional walking, reading, feeling.
- Requires medium strength, ability to lift 40-50 pounds.

Environmental Considerations:

- Employee must park in exposed parking lot with potential of walking ¼ mile.
- Employee's general work area is indoors, in a smoke free, open classroom environment with controlled temperature and fluorescent lighting.
- Protective clothing is not required unless outdoors.

Cognitive Considerations:

- Employee must have the ability to follow directions and communicate in English verbally and in writing.
- Employee must be able to read and understand material printed in English.
- Employee must possess time management and organization skills to effectively perform his/her job.
- Employee must have ability to make judgments with respect to confidentiality of information and problem solving.
- Employee must use good safety awareness and judgment in all aspects of the position.
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This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, and efforts of working conditions associated with this job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job when circumstances change, e.g., emergencies, rush jobs, changes in personnel, workload, technological developments, etc.

Employee Name: _____

Employee Signature: _____ **Date:** _____