

Palos Heights Recreation Department
Early Childhood Instructor
Job Description

The Early Childhood Instructor is responsible for instructing children ages birth through 6 years old in classes focusing on art, music, academics, and other areas. Instructor may create their own class ideas and work schedule to an extent and if approved by Recreation Program Manager.

The Early Childhood Instructor is a year round, part-time position in which the total amount of hours required is based on the total amount of children registered to participate in each program offered by the Department. Hours are generally 5-15 hours per week and are based off of class enrollment.

Palos Heights Parks and Recreation Department is an equal opportunity employer.

JOB QUALIFICATIONS:

- 18 years old
- Current First Aid/CPR certification or ability to obtain within three months of employment.
- Experience with children in an organized setting preferred.
- Must be a creative and enthusiastic individual.
- Ability to relate well with and be able to lead children in a variety of activities.

JOB RESPONSIBILITIES:

- Plan, supervise, and facilitate all early childhood programs.
- Attend any staff meetings and any in-service trainings and orientations.
- Assist with preparing the class and setting up needed materials and supplies.
- Prepare supply list and give to supervisor at least a week prior to class.
- Properly take attendance, lesson plans, and all other record keeping methods and turn in to Recreation Supervisor.
- Keep account of all equipment issued in your care; report lost, stolen, or damaged equipment to the Recreation Supervisor.
- Report any and all damage to program area and any maintenance repairs of program area to the Recreation Supervisor.
- Share new ideas, including games, arts & crafts, and class ideas to Recreation Manager in preparation for seasonal brochures.
- Immediately contact Recreation Manager with all disciplinary problems, accidents, first aid emergencies, and any other important matters that arise.
- Answer questions and handle complaints in a positive manner in order to provide excellent customer service.
- Serve as a communication link between the children's parents at class arrival and dismissal.
- Perform other duties which are job related as requested by the Recreation Supervisor.

Please send a completed Palos Heights application to Recreation Program Manager, Jenna Scinto at Jscinto@palosheights.org or by fax at 708-361-7679.