



WOOD DALE PARK DISTRICT

Active Places. Friendly Faces.

Position Description

Job Title	Early Childhood Program Instructor
Department	Recreation
Employment Status	Part-time
Exempt/Non Exempt Status	Non-Exempt Status

Scope of Work

The Program Instructor will be responsible for the development, coordination, implementation, promotion and evaluation of specified programs offered through the Wood Dale Park District. This is a part-time position based on seasonal dates and enrollment.

Work Location

Wood Dale Recreation Center, 111 E. Foster Ave., Wood Dale, IL 60191 and various parks and facilities throughout the Chicago-land area

Supervision

Received	Works under the general supervision of the Recreation Supervisor and Director of Recreation
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Essential Job Functions

1. Manage, plan, direct, implement and evaluate early childhood programs.
2. Maintain accurate attendance records.
3. Submit paperwork in a timely manner, which may include, but is not limited too, attendance records, accident reports, receipts, program outlines, etc.
4. Establish an open line of communication with participants and parents.
5. Supervise participants enrolled in the program at all times.
6. Maintain order and enforce rules during program.
7. Perform set-up and clean-up responsibilities for the program.
8. Ensure classroom and equipment is maintained properly and supplies are stored in an orderly fashion in the appropriate storage closets.
9. Adhere to scheduled hours.
10. Work well with other Park District staff members.
11. Demonstrate and support park district customer service standards.
12. Follow district and departmental safety, personnel, and administrative policies, procedures and ordinances.

Other Job Functions

1. Create and submit a sample program description and outline to Recreation Supervisor for seasonal brochure.
2. Demonstrate fiscal responsibility by following program budget.
3. Follow safety and part-time staff procedures as described.
4. Distribute flyers or other information to participants when required.
5. Communicate with the Recreation Supervisor on a regular basis to inform him/her of the program status or any program-related concerns or issues.
6. Inform Recreation Supervisor of class cancellations and make-up dates in writing.
7. Perform other duties as assigned, including substituting as needed.

Requirements of Work

1. High School Diploma or equivalent.
2. Prior early childhood instructional experience preferred.
3. Must be certified or willing to attain certification in CPR and First Aid.

Knowledge of

- A functional knowledge and understanding of the program being offered.
- Basic knowledge of the Recreation Complex procedures, so information can be given to participants when necessary.

Ability to

- Have the ability to lead, direct and facilitate a group of individuals at the same time
- Ability to stay current on trends and information related to the specified program offering.
- Excellent communication skills and the ability to work well with the general public, parents and fellow staff members.

Necessary Special Requirements

1. Requires flexibility of work schedule which may include days, nights and weekends.
2. Work is subject to inside/outside environmental conditions.
3. Requires occasional lifting of heavy objects weighing up to 40 pounds.

Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Environmental Considerations

May be exposed to elements when driving to meetings or when working at outdoor functions. Most activities are performed indoors where the conditions include heat, cold and noise.