

Job Title: Lead Early Childhood Instructor

Summary:

Under the direction of the Recreation Manager, the Lead Early Childhood Instructor is responsible for the planning, organization, and implementation of programs for youth and early childhood participants. This position plays a key role in fostering a safe, engaging, and developmentally appropriate environment for children ages 3–12 years.

Hours:

Variable shifts primarily daytime Monday through Friday, with occasional evening hours as required.

Qualifications:

- Minimum of 18 years of age with a high school diploma or equivalent.
- Two (2) or more years of experience working with children is preferred.
- CPR certification or ability to obtain within 30 days of hire.
- Must pass a criminal background check and drug screening.

Desired Skills and Attributes:

- Passion for working with children ages 3–12.
- Commitment to building positive relationships with children and families.
- Knowledge of recreation program planning and child development principles.
- Strong communication, leadership, and organizational skills.

Essential Duties and Responsibilities:

- Plan, implement, and lead a variety of programs independently.
- Design and facilitate daily program activities that promote children's cognitive, social-emotional, and physical development.
- Supervise and ensure the safety and well-being of all program participants.
- Set up, transport, and take down equipment and materials for activities.
- Maintain a clean and organized program environment.
- Communicate regularly with parents regarding participant progress, behavior, and any concerns.
- Maintain accurate records for attendance, safety inspections, incident reports, and program plans.
- Collaborate with the Recreation Manager and other instructors to develop new and engaging programs.
- Lead and support assistants in implementing program activities.

Core Competencies:

- **Safety & Security:** Demonstrates strong safety awareness and judgment; reports unsafe conditions promptly; follows all Park District policies.

- Attendance & Punctuality: Maintains consistent attendance and arrives on time for scheduled shifts.
- Dependability: Follows instructions, meets deadlines, and accepts responsibility for actions.
- Planning & Organization: Prioritizes tasks effectively and manages time efficiently.
- Judgment: Makes sound decisions, includes others appropriately in the decision-making process, and acts in a timely manner.
- Professionalism: Demonstrates respect, accountability, and composure under pressure.
- Customer Service: Responds promptly and courteously to customer needs; seeks feedback to improve service.
- Teamwork: Works collaboratively and supports team success.
- Organizational Support: Adheres to policies, procedures, and organizational values.

Physical Requirements:

- Ability to bend, stoop, lift, and carry up to 30 lbs.
- Ability to sit, stand, and move for extended periods as needed for program activities.

Position Type: Part-time, at-will, hourly employee (no benefits except as required by law)

Pay Range: \$18-\$19 (Depending on Qualifications)