

Job Title: Assistant Early Childhood instructor**Summary:**

Under the direction of the Recreation Manager and Lead preschool instructor, the Assistant preschool instructor assists in planning, organizing, and implementing recreation programs for youth and early childhood participants. This role is integral in fostering a safe, engaging, and developmentally appropriate environment for children ages 3–12 years.

Hours:

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

Qualifications:

- Minimum of 18 years of age with a high school diploma or equivalent.
- One (1) 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.
- Bilingual abilities are preferred.

Desired Skills and Attributes:

- Passion for working with children ages 3–12.
- Commitment to building positive relationships with children and families.
- Basic knowledge of child development and recreation program planning.
- Strong communication and teamwork skills.

Essential Duties and Responsibilities:

- Assist in the planning, preparation, and implementation of a variety of recreation programs.
- Support the Lead preschool teacher in delivering daily program activities that promote cognitive, social-emotional, and physical development in children.
- 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.
- Prepare materials, gather supplies, and assist with class setups.
- Communicate regularly with the Lead Instructor and Recreation Supervisor to ensure effective program delivery.
- Assist in fostering positive relationships with children, families, and fellow staff members.
- Provide support in maintaining attendance records, safety inspections, and program documentation.

Core Competencies:

- **Safety & Security:** Demonstrates strong safety awareness and judgment; follows all program and facility safety protocols.
- **Attendance & Punctuality:** Maintains consistent attendance and arrives on time for scheduled shifts.
- **Dependability:** Follows instructions, meets deadlines, and takes responsibility for tasks and actions.
- **Planning & Organization:** Assists with planning and prioritizing tasks, using time efficiently to ensure smooth program execution.
- **Judgment:** Exhibits sound judgment in decision-making and follows appropriate procedures.
- **Professionalism:** Interacts with others respectfully, is composed under pressure, and holds oneself accountable.
- **Customer Service:** Responds promptly and courteously to customer needs; seeks feedback to improve service.
- **Teamwork:** Collaborates effectively with team members, supporting group efforts to meet program goals.
- **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:

\$15.40-\$16.00 DOQ (Depending on Qualifications)