EMPLOYMENT OPPORTUNITY
Tot Instructor

DESCRIPTION
The Tot Instructor is a part-time position located at the Community Center. The Instructor reports directly to the Recreation Supervisor and is responsible for the development of lesson plans, projects and activities for the class.

DUTIES AND ESSENTIAL JOB FUNCTIONS
- Significant involvement interacting with children ages 18-35 months, parents and park district personnel
- Lead age appropriate games and activities, educational and art sessions
- Prepare weekly projects and materials
- Responsible for opening and closing day procedures
- Plan and implement cooperative games, crafts and activities on a bi-weekly basis
- Responsible for child drop off and pick up procedures
- Plan and implement special events and themed activities
- Maintain records of Tot Program operations, staff and participants
- Implement safety procedures as they pertain to the supervision of Tot Program students and staff
- Perform other duties as assigned

QUALIFICATIONS
- Course work in Early Childhood or Elementary Education, or related field or commensurate experience is helpful
- Experience working with tot (2 yrs.) and preschool age (3-5 yrs.) children is helpful
- Bilingual-Spanish/English is helpful but not required
- Special knowledge of children’s physical, emotional and developmental patterns
- Ability to adapt to rapidly changing circumstances
- Communicate and interact effectively with children, parents, and staff
- Must be energetic and have a positive attitude
- Must be at least 18 years to apply
- Certified in CPR/AED and First Aid is required (available at the North Berwyn Park District)

JOB STATUS: Part time
DEPARTMENT: Recreation
FSLA STATUS: Non-Exempt
SALARY: $12-17 p/hour-DOQ p/hour

HOURS: This position requires working mornings Monday through Friday and Saturday morning between the hours of 8:00 a.m.-12PM. There is also class preparation, meetings and trainings. Expect to work a minimum of 10-15 hours per week. Additional work hours are available within other Tot and Preschool Programs. Program runs all year.

HOW TO APPLY: Interested applicants may submit application and resume to Nancy Woods at nwoods@nbpd4fun.org. Application is available at the Community Center or www.nbpd4fun.org/employment-volunteering.

CLOSING DATE: Open until Filled