

Job Description

Title: Tot Program Instructor
Reports to: Environmental and Heritage Education Supervisor
Facility: Deer Grove Leisure Center Cedar/Birch Room

Summary: **The instructor will be available Wednesdays and Fridays from 9:45-11:15am for Parent Tot Club, Mondays 9:00-10:15am for Pee Wee Gym and Tuesdays and Thursdays from 9:00am-10:15am for 2 Young 2 Go 2 School.** The Parent Tot Club Instructor is responsible for teaching all of these Tot Programs and developing educational outlines for the programs. The Instructor is under the direct supervision of the Environmental and Heritage Education Supervisor. Position begins September 7, 2010.

Responsibilities:

- Instructs the Tot Programs which includes Parent Tot Club, Pee Wee Gym and 2 Young 2 Go 2 School
- Develop teaching outlines including themes and goals for each class
- Develop learning skills opportunities for children including socialization and people interaction
- Provide a positive, comfortable and healthy environment for children to learn
- Arrive at Tot Programs with a great deal of friendliness, enthusiasm and energy
- Motivate children and parents to participate in all activities
- Help monitor Tot Programs to ensure people's safety
- Serve as a role model for children at Tot Programs

The duties listed are not set forth for the purpose of limiting the assignments of work and are not to be construed as a complete list of duties.

Essential Job Function:

Staff member has the ability to communicate verbally in order to help run Tot Programs. Staff member should be able to lift up to 30 lbs. Staff has the ability to establish a positive rapport with children and adults.

Qualifications:

Previous experience working in classroom, child care and/or park districts preferred. Education or work history in early childhood education a plus. Ability to work well with children and adults. Ability to organize, direct and maintain positive and effective working relationships with patrons; good written and oral communication skills; ability to solve problems comprehensively and to produce accurate work on a timely basis; good judgment, accuracy, creativity, integrity, tact and courtesy. Must be CPR, First Aide and AED certified by start of Parent Tot Club.

Salary: \$10.00/class.

Contact: Please send a cover letter and resume to Kelli Parke, Environmental and Heritage Education Supervisor kparke@bensenvilleparkdistrict.org

Announcement Open: Position announcement closes Friday, August 27, 2010.