

# Warrenville Park District

## Job Description

<b>Job Title:</b> Early Childhood/Adult Enrichment General Instructor	<b>Salary Range:</b> \$15.00 - \$21.00 hour - DOE
<b>Department:</b> Recreation	<b>Employee Classification:</b> Short-term
<b>Immediate Supervisor:</b> Recreation Supervisor	<b>FLSA Status:</b> Non-Exempt

### JOB STATEMENT

Serves as an instructor of the Preschool Enrichment Programs. Primarily responsible for the organization and implementation of the day-to-day activities. This is a short-term position reporting to the Recreation Supervisor.

### QUALIFICATIONS:

1. Adult 18 years and older with at least twelve semester hours related to childcare or child development preferred or two (2) years' experience in a related field.
2. The ability to communicate both written and orally.
3. Strong organizational skills.
4. The ability to work independently, efficiently and attend to details.
5. First Aid/CPR certification within four months of employment is required.
6. Vehicle Drivers must hold a valid State of Illinois Driver's License and be of age 21 or older, with the proper training.
7. DCFS Certification of Mandated Reporter of Child Abuse and Neglect prior to working with children.

### DUTIES AND RESPONSIBILITIES

#### ***Essential Functions:***

1. Planning, organizing and the implementing of daily activities.
2. Setting up equipment and supplies for daily use.
3. Regular attendance and punctuality.
4. Responsible for daily check-in and check-out procedures for program participants with the parents or guardians.
5. Interact with the children in various activities.
6. Supervision of participants.
7. Maintain communication with participants and parents.
8. Cleaning and organizing of supplies.
9. Attendance of staff meetings.
10. Must maintain certification of Mandated Reporter status for the Abused and Neglected Child Reporting Act.
11. Must follow, administer and implement Warrenville Park District policies and guidelines.

#### ***Knowledge, Skills and Abilities***

1. Knowledge of early childhood education.
2. Willing to learn new ideas on an ongoing level.
3. The ability to be well organized and establish priorities.
4. Ability to work under stressful conditions.
5. Ability to function independently, possessing a high degree of self-motivation and self-direction.
6. Technical skills necessary to operate basic office machinery.

**Knowledge, Skills and Abilities - Continued)**

- 7. Knowledge of public relations techniques and the ability to use them in promotion of recreation programs and services.
- 8. Knowledge of time management techniques and the ability to use skills in developing schedules and adhering to timelines.
- 9. Ability to make correct and safe judgments under “normal” and highly stressful circumstances and situations.
- 10. Must exhibit good problem solving and good judgments in keeping with the mission of the Warrenville Park District.
- 11. Ability to use safe practices in accomplishing work.

**Safety Responsibilities:**

- 1. Actively support the loss control program that will effectively control and reduce accidents.
- 2. Maintain a working knowledge of all general and departmental specific safety rules.
- 3. Obey and enforce the practical safety rules, regulations, and procedures established by the loss control program that is pertinent to the activity of the department.
- 4. Ensure that all management policies are fully implemented for maximum efficiency for each job.
- 5. Take corrective action for any unsafe condition that is observed which could adversely affect the safety of an employee or the public.
- 6. Continually observe and evaluate work conditions and work procedures to detect and correct unsafe conditions and practices.
- 7. Assist with emergency procedures and building evacuation.

**Physical Requirements**

- 1. Requires sitting, standing, bending, reaching, and a normal range of hearing and vision.
- 2. Occasionally lifts and carries items weighing up to 25 pounds.
- 3. Requires hand- eye coordination and manual dexterity to operate a computer keyboard, copy machine, telephone, calculator, fax machine and other office equipment.
- 4. Requires eyesight, correctable to 20/20 to read numbers, registration forms, reports, and computer terminals.
- 5. Requires hearing within normal range for telephone and customer service.
- 6. Requires assisting with set up of programs and special events as needed.
- 7. Requires working in areas which are not air-conditioned.
- 8. Requires the possibility of driving a park district vehicle for field trips if trained and tested prior to request.

**Working Conditions**

- 1. Exposure to chemicals such as cleaning agents.

I hereby acknowledge receipt and an overview of the requirements and responsibilities of the position which I will hold at the Warrenville Park District. I further understand that the Job Description is intended to describe the general content of and requirements for the performance of this job and is not to be construed as an exhaustive statement of essential duties, responsibilities, and requirements.

In the event that I am unsure of requirements or responsibilities, it is my duty to seek assistance from my Supervisor. I am aware that the Job Description may be changed and an updated copy will be available to me.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date