

EMPLOYMENT OPPORTUNITY



Non-Exempt, Part-Time Lead Instructor: Keppler Learning Center

Location: West Chicago Park District – ARC Center

Department: Recreation

Salary Range: \$18.00-\$20.00 per Hour

Start Date: Immediate

Contact: Pam Schiavoni, Recreation Supervisor

(E: pschiavoni@we-goparks.org; Ph: 630-231-9474 x105)

General Description:

Under the direction of the Recreation Supervisor, the Lead Instructor will assist in coordinating the West Chicago Park District's Early Childhood program. This position will be responsible for creating and implementing age-appropriate lessons and assist in conducting staff meetings and trainings.

Essential Duties & Responsibilities:

- Create and implement varied age-appropriate lesson plans and activities.
- Provide guidance and leadership in day-to-day issues.
- Communicate issues to the Recreation Supervisor on a timely basis.
- Maintain the safety of children by following all security and safety procedures and checks.
- Keep current with Early Childhood trends, thoughts and resources and assist the Recreation Supervisor in implementing changes to enhance the Early Childhood program.
- Other duties as assigned by Recreation Supervisor.

Education & Qualifications:

(* - Training Provided by the West Chicago Park District Upon Hire)

- Must be 18 yrs. or older
- Associates or Bachelor's Degree in Early Childhood Education, Day Care Administration, Recreation, or Related Field Preferred.
- Applicants should possess strong written and verbal communication skills including friendliness and approachability.
- Must have reliable transportation.
- Ability to interact well with parents and children.
- Must have ability to respond appropriately to emergency situations.
- Must be able to pass background check.
- Applicants must be CPR/AED/First Aid certified within six months of hire date.*

Benefits

- Complimentary ARC Center Fitness Membership
- Complimentary Turtle Splash Water Park Splash Pass (Seasonal)

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, and effects of working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job when circumstances change: e.g., emergencies, rush jobs, changes in personnel, workload, technological development, etc.

To apply, please print a job application from our website: www.we-goparks.org, email pschiavoni@we-goparks.org, or fax 630-231-2352.

The West Chicago Park District is an Equal Opportunity Employer