



Grayslake Community Park District

Year Round, Part-time Recreation Instructor

Job Description:

Under the direction and supervision of the Recreation Supervisor, the Recreation Instructor(s) is responsible for developing and implementing lesson plans for the activity they have been hired to oversee. This person will plan, prepare and implement activities suited for children in the program area that they were hired for. This person must show enthusiasm toward the class participants and their parents (if applicable). This person will show examples of the specific activities and will evaluate the participants to better gauge their skill.

This person must have prior knowledge of the activity they are to be teaching. The Recreation Instructor(s) must have specific knowledge of an activity and be able to explain it to children. This person must be able to organize and supervise specific skill exercises for children.

Essential Duties & Responsibilities:

- Responsible for the direct supervision and safety of children
- Know the location of the participants at all times
- Responsible for the leadership of all scheduled classroom activities and events
- Teach, instruct and run activities for participants
- Be knowledgeable of the daily schedule and calendar
- Encourage individuals to participate in group activities
- Work with other staff members as a team
- Act as a role model for young children
- Provide customer service and friendliness to all participants and parents
- Greet the participants by name and parents on a daily basis
- Report any problems to the Recreation Supervisor
- Communicate information to staff members and participants, as needed
- Maintain an approachable appearance and be friendly to participants and parents
- Attend all staff meetings and trainings
- Arrive on time as scheduled and dress appropriately to work
- Assist with set up and clean up

Physical Demands

The job may entail swimming, climbing, running, crawling, bending, kneeling, and sitting when working/playing with children. Occasionally movement of supplies, equipment, or moving a child is necessary in which case the maximum weight that you are expected to be able to lift is 25 lbs., though typically it will be less than this.

Minimum Requirements:

- Experience: Individuals must be 16 years or older and have experience working with children
- Education: A basic knowledge of children's needs as they relate to a classroom setting
- Skills: Knowledge of age characteristics and appropriate activities for children, ability to lead, participate and organize children in a variety of recreation activities; maturity, good judgment and leadership ability
- Certifications: First Aid, CPR and AED certification is required or willingness to obtain within 2 weeks. Certification classes are offered by the Park District.
- Competencies: The ability to learn new skills and lead activities in an indoor/outdoor recreational setting. Ability to work with others.
- Must pass a background check

Schedule:

- Flexible hours during the week/daytime, nights and weekends.

Pay Rate:

Starting at \$15.00 per hour pending qualifications

Application Deadline:

Open Until Filled

To Apply:

Download an application at www.glpd.com/employment

Questions:

Contact Recreation Supervisor Kendra Ring at kring@glpd.com or call (847) 223-7529