



Town of Old Saybrook

Parks and Recreation Department

308 Main Street • Old Saybrook, Connecticut 06475 • Tel: 860 395-3152 • Fax: 860 395-3154

JOB DESCRIPTION

TITLE: Program Instructor – Pre-K Programming
DEPARTMENT: Parks and Recreation
REPORTS TO: Assistant Director

GENERAL DESCRIPTION:

Under general supervision of the Recreation Supervisor, incumbent provides fun and engaging, age appropriate programs and lessons to children, ages 2-6 years old with a wide range ability levels. Develops and implements pre-school programming that takes place at the Rec. Center or our parks. This position mostly works on the weekends. This program runs our pre-k enrichment programs, seasonal events such as the Scarecrow and pumpkin workshop, holiday cookie decorating, Easter Egg Hunt, etc.

ESSENTIAL DUTIES:

1. Provides instruction to children and adults in a positive manner.
2. Works on weekends
3. Enforces rules and regulations governing the conduct of persons participating in the program.
4. Enforces Town policies regarding use of the Recreation Center and other facilities.
5. Safeguards against accidents in the program.
6. Checks rosters and takes attendance daily.
7. Performs general maintenance and custodial duties for safe and healthy operation.

OTHER DUTIES:

1. Uses instructor portal on website to maintain accurate records of attendance.
2. Performs other duties as required.

CONFIDENTIALITY:

- Maintains confidentiality of records and information as appropriate.

CONDUCT:

- Observes safe work practices.
- Observes best practice standards.
- Represents the Town in a professional and courteous manner at all times

DEPENDABILITY:

- Regularly attends and is punctual for work.

QUALIFICATIONS PROFILE:

1. Good knowledge and experience working with young children.
2. Course work or a degree in early childhood education, education, physical education, parks and recreation preferred not required.
3. Ability to read and write in English.
4. Demonstrate leadership and supervisory skills.
5. Ability to follow oral and written instructions in English.
6. Excellent organizational skills; good verbal and written communication skills.
7. Ability to work effectively with the public and associates.

PHYSICAL/MENTAL REQUIREMENTS:

- Ability to lift objects weighing up to 5-15 lbs.
- Must have the ability and energy to run an engaging program for young children.
- Must be mobile and able to sit and/or stand for prolonged periods of time. Able to perform skills which require hand-eye coordination such as hitting a tennis ball.
- Ability to see objects far away as in driving; see objects closely as in reading a report. Ability to hear normal sounds with some background noise and able to distinguish sound as voice patterns. Ability to communicate through human speech.
- Ability to concentrate on fine detail with some interruption. Needs to attend to task/function for 25-45 minutes at a time. Ability to understand and relate to specific ideas, generally several at a time, and to understand and relate to theories behind several related concepts. Able to remember task/assignment given at beginning of a period of time extending several days and over long periods of time.
- Ability to work professionally with co-workers, supervisors, customers and the public at large. Exposure to high and low temperatures and conditions in outside weather; exposure to radiation (UV sunlight).

MINIMUM TRAINING AND EXPERIENCE:

- Experience working in a camp setting.
- Course work or a degree in early childhood education, education, physical education, parks and recreation preferred not required.
- Minimum of a season of instruction experience.

NOTE: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task and responsibility. Incumbent must be able to perform essential duties with or without reasonable accommodation.

Please submit a completed general job application and any certifications or supporting documents that demonstrate your ability to fulfill this position to the OSPR main office or by email to Jonathan.Paradis@oldSaybrookct.gov.



Program Instructor & Volunteer Application

Personal Information

Name

Date

E-mail Address

Phone Number

Street Address

Town

State

Zip
Code

Emergency Contact

Emergency Contact Phone Number

Program(s) you wish to instruct or volunteer for

Certifications or licenses you hold particular to the program you wish to instruct or volunteer for.

Experience:

Work Experience

Last Employer	Employer Phone	Dates of Employment
Reference	Reference Phone	Relation to you
Reference	Reference Phone	Relation to you

PROGRAM REQUIREMENTS AND INFORMATION

- All tax forms/applications/personal information forms must be on file.
- All staff must be available for the duration of the program unless by mutual agreement.
- Staff must arrive at program site 15 min. prior to the start of the program.
- At least one staff member must remain until all participants of Playground program have been picked up.
- All employees are responsible for care and proper use and storage of equipment and games used in the program.
- Each person must fill out and sign weekly Time Sheet – list hours worked
- All staff members are expected to be safety minded, observant, cooperative, contribute program ideas, plan and carry out activities, be flexible, cooperative, in good spirits, be patient, display fairness, be on time and willing to help with clean-up duties. This is a combined staff group effort

I fully understand the above program requirements and information, and if hired will abide by all Department work regulations.

Applicant
Signature

OSPR

Date

Hired

YES

NO

Volunteer Approved