

Program Instructor – All by Myself & 3s Between:

The Bourbonnais Township Park District is currently seeking qualified individuals to fill the part-time position of Program Instructor – All by Myself & 3s Between. Position averages less than 30 hours per week. The Program Instructor should have experience teaching children in a child care center or other teaching environment. Applicants must be at least 18 years old and truly enjoy working with children and parents. Applicants must be able to pass a criminal background check and drug screen.

Strong interpersonal communication skills are a MUST.

*Please send resume with cover letter and references to:
BTPD 459 N. Kennedy Dr., Bourbonnais, IL 60914*

Bourbonnais Township Park District Job Description

Position Title:	Program Instructor				
Department:	Recreation	GL Code:	122-31-5002		
Reports to:	Recreation Supervisor				
Supervises:	n/a				
Classification:	Part-time	FLSA:	Hourly	Starting Range:	\$11.50 - \$15.00
Approved :	12/15/17	Revised:	09/08/21	Next Increase:	\$1 /hour Jan 2022

Position Description:

The Program Instructor is responsible for the part time instruction of specific programs offered by the Bourbonnais Township Park District throughout the fiscal year. Planning, organizing and implementing developmentally appropriate activities for park district participants.

Qualifications:

The position requires a minimum of a high school diploma and/or a specific background and expertise in the particular subject being taught.

The job is an entry-level part time.

The Program Instructor should have training in CPR, First Aid and AED or be able to receive training.

Skills needed to be demonstrated:

- Assists immediate supervisor with planning, budgeting, instructing and evaluating of program(s)
- Create lesson plans and prepare materials for the session being taught. Submit supply list to supervisor and remain within set budget limitations
- Work cooperatively with fellow teachers to support and obtain the goals and objectives of the program/park district
- Pick up class rosters and keys (if necessary) prior to first week of class from supervisor. Ensure facility/room is appropriate for intent of class being taught
- Have adequate preparations made so that program facility site is ready for access a minimum of 15 minutes prior to start of program
- Accepts only those participants who have registered for the program into the facility space. Take and record attendance of each session and class. Submit to supervisor at conclusion of session
- Ensure proper greeting/introduction to program participants and parents of youth participants and that program participants are informed of next available class or registration session
- Distribute and collect program evaluation forms from program participants and provide the same to the supervisor
- Advise supervisor of any and all complaints received from program participants
- Ensure that all program participants have departed or have been picked up by legal guardian before exiting the program facility site
- Return facility/room to original state at conclusion of program, ensure program facility site is shut down, closed and secured at conclusion of program

Bourbonnais Township Park District

Job Description

Safety and Risk Management:

- Implement safety and risk management procedures as applicable to the recreation department operations; recommend additional procedures as necessary
- Be familiar with district wide safety procedures as set by the safety committee
- Administer first aid when necessary for participants or staff member's welfare
- Monitor participant health and safety practices
- Report first aid supply needs to immediate supervisor
- Follow agency procedures as relates to completion and submittal of accident and/or incident reports
- Refer insurance questions to immediate supervisor
- Fully understand and follow the guidelines of the Illinois Abused and Neglected Child Reporting Act and any procedures that accompany the law
- Acquire and maintain CPR certification

Facility Management

- Notifies supervisor of any problems or dangerous situations with facility or equipment
- Ensure facility/room is appropriate for intent of class being taught
- Ensure presence at program facility site to greet program participants upon arrival
- Prepare facility/room for program and return facility/room to original state at conclusion of program

Special Considerations:

- Requires flexibility of work schedule during high volume work periods
- Work is subject to inside/outside environmental conditions
- Requires regular lifting of light - medium - heavy objects weighing up to 30 pounds.
- Submit payroll time sheets to supervisor based upon predetermined agency policies and procedures
- Classes should be cancelled in emergency situations only. If a class must be cancelled, notify your immediate supervisor as far in advance as possible. Notify class participants of any class cancellations or postponements. Get approval for all rescheduled classes from supervisor. All cancellations by the Park District will be rescheduled by the Recreation Supervisor

Knowledge, Skills, and Abilities:

- Ability to accept responsibilities and work in an independent and organized manner
- Ability to be flexible and interact cooperatively with fellow staff members
- Ability to be aware and respond appropriately to the needs and concerns of our participants
- Display leadership, dependability, patience and concern for other
- Excellent communication skills - professional ability to attend to the needs, address complaints and resolve concerns of our customers

Bourbonnais Township Park District Job Description

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: eg, emergencies, rush jobs, changes in personnel, workload, technological development, etc.

CERTIFICATION

“I have read this job description, and certify that I can perform all essential job functions without a significant risk to my own health and the health and safety of others that cannot be eliminated by reasonable accommodations” The Executive Director may amend this position’s description from time to time at his/her discretion. In addition, the Executive Director, and/or appointed authority, have and retain the rights to revise, eliminate, combine, and or establish positions and classifications. Amendments by the Executive Director shall be effective on such date as designated.

Employee Printed Name:			
Employee Signature:		Date:	__/__/____