



Community Center & Administrative Offices

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NOTICE FOR JOB OPENING

The Woodridge Park District has openings for the position of Totschool Instructor for the 2019-2020 school year. This is a part-time, non-exempt position working Tuesday and Thursday from approximately 8:30 am until 3:00 pm or Monday through Thursday from 8:30 am-12:00 pm. Successful candidates for these positions will be responsible for the planning and implementing of programs that promote child development, team growth, and parent involvement.

POSITION: Totschool Instructor

QUALIFICATIONS:

- Minimum of 24 hours of college courses from an accredited university (specialization in Early Childhood Education preferred).
- One year of prior experience working with young children preferred.
- First-aid certification preferred.
- CPR/AED certification preferred.
- Ability to interact positively with residents, parents, participants, and fellow staff members.
- High level of organizational skills.
- Ability to attend continuing education workshops each year.

RESPONSIBILITY: A Totschool Instructor is responsible for developing and submitting age appropriate lesson plans, working directly with children providing constant supervision while facilitating the intellectual, social, emotional and physical growth of the children under the direction of the Recreation Coordinator. Duties include greeting children and parents, leading, including and insuring the safety of participants, motivating the children while being fair and consistent, setting up and cleaning up the classroom. A full job description is available upon request.

ATTRIBUTES: We are seeking a dedicated individuals who are self-sufficient, strive for excellence and are very people oriented; able to think creatively; have strong written & oral communication skills; are detailed oriented and able to problem solve in unexpected situations.

SALARY RANGE: **\$11.00-\$12.00 per hour depending on qualifications**

SEND RESUME & APPLICATION TO: Woodridge Park District
Connie Curry, Human Resources Manager
2600 Center Drive
Woodridge, IL 60517 or [ccurry@woodridgeparks.org](mailto:c Curry@woodridgeparks.org)

The application can be picked up at the Community Center at the address listed above or obtained from www.woodridgeparks.org