

**Hayward Area Recreation & Park District
Program Instructor - Pre-K**

Are you passionate about teaching children? Are you a friendly, nurturing, educator who works well in a team-teaching environment? Our Pre-K Program is looking to hire a Program Instructor!

H.A.R.D.'s Pre-K Programs are activity-oriented programs that foster social, physical, and intellectual development as well as promote health and wellness through quality recreational and educational experiences. Children develop both basic social, developmental, and educational skills in an ideal environment for them to learn and grow. The learning curriculum focuses on language, socialization, creativity, art, music, imagination, life skills, and motor skills.

Come make a difference in our community and join our amazing team!

Here are the details about the positions:

- **Available Positions: 1**
- **Hourly Rate: \$19.98/hour - \$26.97/hour**
- **Work Schedule: Mondays – Thursdays 16 hours/week**
- **Typical Work hours: 8:00AM – 12:00PM**
- **Part-Time, Year Round, Hourly, Non-Exempt Position**
- **Work Location: Multiple Parks in the District**
- **Duration: Year Round**
- **Not to exceed 960 hours per fiscal year. (July 1 – June 30)**

POSITION SUMMARY

Under supervision from the Recreation Supervisor, develop and implement all age appropriate curriculum and activities related to daily operation of a District program site in order to ensure the safety and well-being of participants and perform related work as required.

DISTINGUISHING CHARACTERISTICS

Incumbents in this class are primarily responsible for supervision to children enrolled in the program; planning age appropriate curriculum for children; establishing and maintaining supportive relationships with children and parents; and sanitization of program equipment. This class can be distinguished from the class of Pre-K Coordinator because incumbents in this class primarily oversee one program site and do not have advanced education to perform work more independently.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Incumbents may not perform all duties. Duties include but are not limited to the following:

- Develop age-appropriate curriculum and activities to stimulate children's cognitive skills, abilities and development
- Evaluate needs of children, staff and site in order to maintain a safe and healthy environment for children and staff
- Supervise the activities of children and records observations of children's behavior and activities; monitor behavioral patterns
- Schedule parent conferences to discuss children's development and concerns; work with family to devise learning and development strategies as necessary
- Maintain accurate attendance and complete required records; maintain appropriate confidential records
- Supervise and coordinate the work of subordinate staff
- Manage the storage and inventory of equipment and supplies
- Participates in meeting and training sessions
- Maintain good public relations
- At all times, demonstrates cooperative behavior with colleagues, supervisors and the public
- Performs other duties as assigned

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this position. The functions of this position are primarily performed indoors. Incumbents must wear an appropriate uniform with identification and protective equipment. The environment requires working in climate-controlled, indoor environments, there are several circumstances in which the employee might work outdoors. Specialized aspects of the work environment may also include high noise levels, interact with upset staff and/or public and private representatives in interpreting and enforcing safety and departmental policies and procedures. Incumbents may be assigned an irregular working schedule including weekends, early mornings, evenings and holidays and may have to travel between various locations.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this position. While performing the duties of this job, the employee is regularly required to have: hearing and speech adequate to communicate in person, by telephone, and to speak loudly in a noisy setting; vision adequate to clearly distinguish distance, color, depth perception and persons to identify signs of distress; bodily movement adequate to frequently sit, stand, walk, run, jump, climb, reach, turn, bend, squat, stoop, kneel, and push/pull; ability to raise arms above shoulder height; manual dexterity adequate to grasp objects, use fine manipulation, write and operate office machines and equipment; strength and endurance to perform medium to heavy physical work, perform lifting and carrying of items/persons up to 50 pounds.

MINIMUM QUALIFICATION REQUIREMENTS

Ability and Skill to:

- Work with adults, children and families participating in a variety of recreational activities
- Monitor compliance with District regulations and policies, and general safety practices related to preschool activities; firmly but tactfully enforce rules and regulations
- React quickly and calmly in emergencies
- Administer first aid, CPR and/or artificial respiration
- Maintain discipline, order and safety in a crowded and loud environment
- Understand and carry out oral and written instructions
- Communicate effectively with a wide range of people
- Operate office equipment including computers, scanners, calculators, printers, and copiers
- Respond appropriately to changing situations and stressful conditions
- Maintain cooperative relationships with those contacted during the work

Knowledge of:

- Principles and methods used in organizing, conducting, and supervising recreational activities
- Common crafts, sports, games, and recreation activities appropriate for preschool age children
- Basic youth development principles
- Computer skills to include Microsoft Office
- Basic first aid and safety practices and procedures
- Customer service principles
- Standard safety rules and regulations related to public recreation activities

Education/Experience/Training:

- Completion of high school
- At least 4 years of experience with working with preschool age children in a structured or supervised program
- Must have a minimum of twelve (12) postsecondary semester or equivalent quarter units in Early Childhood Education (ECE)
- Possession of or ability to obtain First Aid/CPR/AED certification within two-weeks of employment

Special Requirements:

- Must be at least 21 years of age
- Ability to obtain Mandated Reporter Training Certification may be required
- Must pass a fingerprint and/or background clearance prior to employment
- Completion of the Hepatitis B vaccination series is recommended
- Provide proof of negative TB Skin Test
- Verification of ID and ability work in the USA

Apply Online: <https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=132149&clientkey=ACECAA23C1BC2B6B21BFF64820A56481>

<https://www.haywardrec.org/>