



Job Description
Early Childhood Recreation Learning Program Aide

Qualifications:

High School Diploma or equivalent.
Education classes in Early Childhood is preferred
1 - 2 years of field experience in a preschool setting
Certification in First Aid/CPR/AED.
Bilingual ability desired.

Immediate Supervisor:

The Early Childhood Recreation Learning Program Aide is under the direction of the Lead Teacher of the program.

Essential Functions:

1. Present a positive attitude and promote a favorable image for the Berwyn Park District at all times.
2. Assist in preparing the classroom for day to day activities.
3. Maintain a healthy and safe environment that is appropriate for the preschool level.
4. Assist in or perform activities assigned by the Lead Teacher.
5. Prepare daily snacks.
6. Wash off tables and sweep the floor as needed during class.
7. Clean up the kitchen, wash any dishes or utensils that may have been used, and make sure that everything is put away.
8. Assist in the preparation for special events such as open house, holiday parties, and graduation.
9. Maintain a good rapport with other members of the preschool staff.
10. Work with the safety coordinator to implement safety practices and to enforce safety policies within the Recreation department.

Marginal Functions:

1. Assist with program registration in April and the Parent Information Expo.
2. Assist the Lead Teacher as well as encourage and initiate efforts to establish good parent, instructor, and child communications.
3. Exhibit a continuous awareness of comfortable room environment through control of heat, lighting, and ventilation to the extent possible.
4. Maintain a healthy and safe environment that is appropriate for the age level of the children enrolled.

Psychological Considerations:

The Recreation Learning Program Aide may feel added pressure from being responsible for the program and children enrolled.

Physiological Considerations:

None.

Environmental Considerations:

May be exposed to elements during outdoor activities.
Temperature, humidity, and lighting conditions may change.

Cognitive Considerations:

The ability to disseminate information to others in a clear and concise manner is necessary.

Hourly Rate:

\$8.25 - \$13.00 per hour.