



**Job Description**  
**Early Childhood Recreation Learning Program Aide**

Qualifications:

High School Diploma or equivalent is required. Education classes in Early Childhood is preferred. 1 - 2 years of field experience in a preschool setting is also preferred. Certification in First Aid/CPR/AED or ability to acquire within the first six months is required. Bilingual ability desired.

Immediate Supervisor:

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

Schedule:

Late-Aug-Mid-May  
M-Th: 8:30am-4:00pm  
F: 9:00am-12:00pm

Essential Functions:

1. Present a positive attitude and promote a favorable image for the Berwyn Park District at all times
2. Assist Lead Teacher in lesson planning, evaluations, parent/child day planning and other event planning as it pertains to the program
3. Assist in preparing the classroom for day to day activities
4. Maintain a healthy and safe environment that is appropriate for the preschool level
5. Assist in or perform activities assigned by the Lead Teacher.
6. Prepare daily snacks
7. Wash off tables and sweep the floor as needed during class
8. Clean up the kitchen, wash any dishes or utensils that may have been used, and make sure that everything is put away
9. Assist in the preparation for special events such as open house, holiday parties, and graduation

10. Maintain a good rapport with other members of the preschool staff
11. Must be in compliance with the loss prevention and safety policies of the Park District
12. Perform other duties as assigned

Marginal Functions:

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

Maintain professional competence through professional growth and in-service educational opportunities provided by the park district. (workshops, conferences, etc.)

Psychological Considerations:

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

Physiological Considerations:

ECRLP Aide must be able to bend, stoop, lift items weighing up to 30 pounds, turn, sit, and stand for short or extended periods of time.

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. Must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.

Hourly Rate:

Starting \$11.00-\$12.00 per hour

Benefits as required by law