

Jefferson County Parks & Recreation Commission

JOB TITLE: **Play and Learn Program Assistant**

15-20 hours per week
\$8.75-10.00 per hour

Location: Jefferson County Community Center at Sam Michaels Park

This is a part-time, seasonal position working a maximum of 10 hours per week from September thru May (depending upon program enrollment).

Expectations:

We expect this person to be kind, loving, fun, professional and creative. This position will assist the Lead Play and Learn Program teacher and instill a love of learning in their students and focuses on helping each individual student learn at his or her own pace. Applicant must be reliable and independent. Position is responsible for working with students in small groups after the lead instructor has given instruction. The assistant may read to students, work on projects or help reinforce material per the lesson plans. Assistant will assist children with basic tasks. Position will serve as a substitute instructor in the lead instructor's absence, or work with a substitute, ensuring that the daily routine remains intact.

Responsibilities:

The Play and Learn Program Assistant is a part-time position with the following responsibilities.

- Assist the Lead Instructor with teaching a class of 8-15 students
- Teach letters, numbers, and colors.
- Help students explore the world around them.
- Maintain a safe and healthy environment
- Assist with art projects daily.
- Help students learn classroom procedures.
- Help students learn personal responsibility and respect for fellow students.
- Use appropriate behavior management and classroom discipline.
- Attend trainings as necessary.
- Monitor classroom behavior, recognize and adapt to problems.
- Basic cleaning duties, such as disinfecting toys and equipment or cleaning up areas after mealtimes or snacks.
- Other duties as assigned.

Qualifications:

Certification or degree related to early childhood or preschool or elementary education is desirable, but not mandatory. Prefer to have certification in First Aid, CPR for adult, infant and child.

Please send resume to David Kling, dkling@jcprc.org