



## Recreation & Community Services Department

2450 S. 68th Street, West Allis, WI 53219

(414) 604-4900

[www.wawmrec.com](http://www.wawmrec.com)

Position: Early Childhood Instructor Job Description - Part Time

Summary: Early Childhood Instructor teaches classes working with ages 1 to 7 years old. Will work under the direct supervision of the Recreation Program Manager.

Qualifications: Able to organize and plan classes according to the class description.  
Ability to share general department program knowledge and answer or direct questions to appropriate department

### Responsibilities:

1. Responsible for submitting times and dates of classes to be offered in a timely fashion.
2. Able to work hours that are needed to make the program successful and safe for all participants.
3. Communicate with the Building Supervisor or Program Manager if equipment is damaged or the facility is unacceptable for our participants to use.
4. Communicate with the Program Manager if equipment is needed for certain programs.
5. Working with other instructors as teammates as many facilities are used by other instructors.
6. Communicate program expectations to the participants and parents.
7. Complete and produce proper certifications for teaching.
8. Greet and welcome all participants, parents, and/or community members.
9. Help to create and ensure a safe program environment which may include program set-up and clean-up and general cleaning of spills, bodily fluids, etc. as the program dictates.
10. Work collaboratively with all other district and department personnel.
11. Representative of the Recreation Department, uphold and exemplify department policies and guidelines in all aspects of job performance and in relationships with children, families and district employees as outlined in the department employee handbook.
12. Administer and/or assist with basic First Aid and completion and submission of accident report forms.
13. Serve as point of contact in event of an emergency (medical, weather, fire, security, etc.).
14. Communicate program information, expectations to participants, parents, and/or community members.
15. Communicate all program changes, incidents, needs, or concerns to immediate supervisor or department program administrator.
16. Complete, collect, and submit all applicable forms, reports, and payroll documentation as directed by immediate supervisor or department administrator.
17. Ability to facilitate conflict resolution and independently problem solve as directed by immediate supervisor or department administrator.
18. Other duties as assigned by immediate supervisor or department administrator.

### APPLICATION PROCEDURE

Candidates must complete an application at [www.wawmrec.com](http://www.wawmrec.com).

***The West Allis-West Milwaukee Recreation and Community Services Department does not discriminate on the basis of age, race, sex or sexual orientation, marital status, handicap, national origin, creed, arrest or conviction record, ancestry, member of military reserve, or any other reason prohibited by state or federal law.***

***This description has been prepared to assist in properly evaluating various classes of responsibilities, skills, working conditions, etc., present in the classification. It is intended to indicate the kinds of tasks and characteristic levels of work difficulty that will be required of positions that will be given this title. It is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit, or in any way modify the right of any supervisor to assign, direct and control the work of employees. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.***