

## Bourbonnais Township Park District Job Description

Position Title:	Preschool Aide				
Department:	Recreation Station	GL Code:	122-31-5002		
Reports to:	Recreation Supervisor				
Supervises:	none				
Classification:	Part-time	FLSA:	Hourly	Starting Pay:	\$14.00 per hour
Approved:	12/15/17	Revised:	10/24/22	Next Increase:	

### **Position Description:**

The Preschool Aide is responsible for assisting with all planning, implementation and supervision of the day to day activities for children enrolled in park district programs/events. Preschool Aides are responsible for supervising children and providing a safe and educational environment for students. Work shift will vary based on class and enrollment.

### **Qualifications:**

Qualifications for this position include a high school diploma, and an age requirement of at least 16 years old. Preference is given to applicants with prior experience in preschool or classroom setting.

### **Skills needed to be demonstrated:**

- Assist with the planning and supervision of programs and activities that meet the emotional, physical, intellectual and social needs of the individual and/or group
- To interact with the children and to encourage their involvement in varied appropriate activities or program
- To maintain a clean, safe and organized environment for children to learn and grow
- To keep daily attendance and prepare written reports as requested
- To use appropriate and positive discipline when necessary
- To observe, record and report significant negative individual and/or group behavior
- To attend regularly scheduled staff meetings
- Arrive and depart on time
- Maintain good public relations with parents and the public by being an enthusiastic supporter of the Bourbonnais Township Park District
- Complete any other tasks or duties assigned by the Recreation Supervisor

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## Job Description

### **Safety and Risk Management:**

- Implement safety and risk management procedures as applicable to the recreation department operations; recommend additional procedures as necessary
- Be familiar with district wide safety procedures as set by the safety committee
- Administer first aid when necessary for participants or staff member's welfare
- Monitor participant health and safety practices
- Report first aid supply needs to immediate supervisor
- Follow agency procedures as relates to completion and submittal of accident/incident reports
- Refer insurance questions to immediate supervisor
- Fully understand and follow the guidelines of the Illinois Abused and Neglected Child Reporting Act and any procedures that accompany the law
- Acquire and maintain CPR/First Aid/AED certification

### **Facility Management**

- Notifies supervisor of any problems or dangerous situations with facility or equipment
- Ensure facility/room is appropriate for intent of class being taught
- Ensure presence at program facility site to greet program participants upon arrival
- Prepare facility/room for program and return facility/room to original state at conclusion of program

### **Special Considerations:**

- Requires flexibility of work schedule during high volume work periods
- Work is subject to inside/outside environmental conditions
- Requires regular lifting of light - medium - heavy objects weighing up to 30 pounds

### **Knowledge, Skills, and Abilities:**

- Ability to accept responsibilities and work in an independent and organized manner
- Ability to be flexible and interact cooperatively with fellow staff members
- Ability to be aware and respond appropriately to the needs and concerns of children and their parents
- Display leadership, dependability, patience and concern for others
- Excellent communication skills - professional ability to attend to the needs, address complaints and resolve concerns of our customers

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**This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements and effects of working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job description to meet changing circumstances; emergencies, priority assignments, changes in personnel, workload, technological developments, etc.**

## **CERTIFICATION**

“I have read this job description, and certify that I can perform all essential job functions without a significant risk to my own health and the health and safety of others that cannot be eliminated by reasonable accommodations”. The District may amend this position’s description from time to time at their discretion. In addition, the Executive Director, and/or appointed authority, have and retain the rights to revise, eliminate, combine, and or establish positions and classifications. Amendments by the District shall be effective on such date as designated.

Employee Printed Name:			
Employee Signature:		Date:	__/__/____