



CITY OF BERKLEY, MICHIGAN
Parks & Recreation Department
2400 Robina
Berkley, MI 48072

PARENT – TOT INSTRUCTOR
Part time

Application Deadline: Open until filled

The City of Berkley Parks & Recreation Department is accepting applications for a part time Parent – Tot Instructor. Duties include, but are not limited to, the following:

1. Develop curriculum and instruct the Parent-tot Playgroup class including the Parent-Tot Camp summer camp as scheduled.
2. Plan and execute all class activities and coordinate materials for crafts and other class projects.
3. Interact participants; lead activities such as, crafts, group activities, songs, gross and fine motor movement activities and supervise unstructured play time.
4. Perform all necessary preparation, set-up and clean-up of class materials.

Qualified applicants will have:

- High School diploma or equivalent.
- Prior experience working with children ages 1 through 4 years old.
- General knowledge of the structure, policies, procedures, and regulations of Community Center operations. Able to learn and implement Community Center policies and procedures.

A complete job description and applications are available on the city's website: www.berkleymich.org. Qualified applicants are encouraged to send a completed employment application and three professional references by email to:

Scott Jennex, CPRP
Manager of Recreation Programs
Berkley Parks & Recreation Department
sjennex@berkleymich.net



CITY OF BERKLEY JOB DESCRIPTION

PARENT-TOT INSTRUCTOR

DEPARTMENT: Parks and Recreation
REPORTS TO: Program Manager
SUPERVISES: NA
CLASSIFICATION: Merit System, Non-Exempt, Part time

Position Summary:

Under the direction of the Program Manager plans, directs and runs the weekly Parent-Tot Playgroup class held at the Community Center.

Essential Duties and Responsibilities:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

5. Develop curriculum and instruct the Parent-tot Playgroup class including the Parent-Tot Camp summer camp as scheduled.
6. Plan and execute all class activities and coordinate materials for crafts and other class projects.
7. Interact with all participants during scheduled classes; lead activities such as, but not limited to, crafts, group activities, songs, gross and fine motor movement activities and supervise unstructured play time.
8. Perform all necessary preparation, set-up and clean-up of class materials.
9. Submit purchase requisitions for class materials and supplies.
10. Perform other related duties as required.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- High School diploma or equivalent.
- Prior experience working with children ages 1 through 4 years old.
- General knowledge of the structure, policies, procedures, and regulations of Community Center operations. Able to learn and implement Community Center policies and procedures.
- Able to establish and maintain effective working relationships with employees, supervisors, and the general public.
- Able to communicate effectively both verbally and in writing; convey and understand information through speaking, hearing, reading, and writing.

- Able to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with other employees and the public.
- Able to assess critical situations, solve problems, meet deadlines and adjust to changing program priorities.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand, talk and hear, use arms, hands and fingers, touch, handle, and feel.; communicate with staff and program participants in person and by telephone. The employee is frequently required to view and produce written and electronic documents. The employee is occasionally required to lift and move items of light to moderate weight and is exposed to various cleaning agents and chemicals used in custodial work.

While performing the duties of this job, the employee regularly works in an indoor environment where the noise level quiet to moderate, but at times can be loud.

Revised 1/28/2019