

CITY OF GREENVILLE

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Job Description

Title: Early Childhood Instructor / Site Supervisor

Location: Greenville Area Recreation & Community Center

Reports to: Recreation Programmer

Job Summary: The instructor will teach a variety of structured sports skills and techniques to individuals 2 years to 5 years old.

Primary Responsibilities:

- ◇ Develop, coordinate, and execute lesson plans and course outlines that are appropriate to the participants' ages and abilities for weekly classes.
- ◇ Have basic knowledge of a variety of sports.
- ◇ Setup and clean up the program/class.
- ◇ Takes proper safety precautions to provide a safe and supportive learning environment for all participants.
- ◇ Comprehension of a variety of sports and techniques as required. Ability to demonstrate skills.
- ◇ Effectively communicates with participants, parents/guardians, and the general public.
- ◇ Answer questions effectively and appropriately and/ or follow up with participants as necessary.
- ◇ Serve as a supportive role model.
- ◇ Facilitate sports, crafts, games, and team-building activities for children.
- ◇ Enforce all safety and building rules as well as GARCC policies at all times.
- ◇ Complete any necessary forms and reports.
- ◇ Performs related duties as required.

Minimum Job Requirements:

- ◇ Must be at least 18 years of age.
- ◇ Demonstrated ability to work well with children.
- ◇ Punctual, hardworking, enthusiastic working with children, good organizational skills, and trustworthy.
- ◇ Reliable transportation. Able and willing to travel to get to class locations.
- ◇ Available to work weekday evenings and Saturdays. Programs are offered seasonally and in 4-6 week sessions. This is an all-year-round position.
- ◇ Must pass a background check.

Compensation: Hourly, \$12-15 per hour (based on experience)

Application Procedure: Resumes and applications will be accepted until the position is filled.

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