



<b>Job Title:</b>	Before and after school instructor	<b>Position Type:</b>	Part-time
<b>Department/Group:</b>	Lockport Township Park District	<b>Date posted:</b>	2014-2015 school year
<b>Hours:</b>	Before school: 6:45am-8:45am After School: 2:45pm-6pm		
<b>Location:</b>	School locations vary		
<b>Level/Salary Range:</b>	DOQ		
<b>Will Train Applicant(s):</b>	Will train and provide CPR/First Aid certification		
<b>Applications Accepted By:</b>	Position(s) to be filled as soon as possible.		
<b>FAX OR E-MAIL:</b> Stevie Michell 815-834-4278 or <a href="mailto:smichell@lockportpark.org">smichell@lockportpark.org</a> Subject Line: Oasis Instructor application Attention: <b>Stevie Michell</b>	<b>MAIL:</b> Attn: Stevie Michell Lockport Township Park District 1911 S. Lawrence Ave. Lockport, IL 60441		
<b>Program Description</b>	<p>The Lockport Township Park District's before and after school OASIS program is designed to keep the participants active, engaged, entertained and socially involved through a variety of activities within a safe and supervised setting. We work cooperatively with our school districts; servicing Districts 88A, 90, 365U, 91, 92 and 33C to ensure quality care and service for our community members. We have an inclusive environment and treat all participants and fellow staff members as individuals with respect, care and sincerity. All of our carefully planned activities are implemented with the following goals in mind:</p> <ol style="list-style-type: none"> <li>1. Encourage children to be <b>social</b> and <b>boost their self-confidence</b> within group settings.</li> <li>2. Promote <b>teamwork, sportsmanship and respect</b> with fellow participants and instructors.</li> <li>3. Provide a <b>positive, sound environment</b> in which children can learn and play.</li> <li>4. <b>Develop skills</b> and knowledge through a variety of activities involving, but not limited to: <b>sports, art, nature and fitness.</b></li> <li>5. <b>Reinforce</b> student <b>work ethic</b> and <b>responsibility</b> through providing quiet homework time daily and answering any questions to the best of our ability.</li> </ol>		
<b>Job Description</b>	<ul style="list-style-type: none"> <li>• Supervise and ensure the safety and well-being of the children at all times, being alert of the needs and/or problems of the individual and as a group.</li> </ul>		



	<ul style="list-style-type: none"> <li>• Plan a variety of recreational activities for the children including, but not limited to: physical activities, table games, indoor group activities, crafts and sports.</li> <li>• Make time for children to play outside every day, weather permitting. Weather above 32 degrees without rain is considered permissible weather.</li> <li>• Plan homework time each day and assist with all questions, to the best of your ability, as needed.</li> <li>• Adhere to all school site policies and procedures as it concerns equipment and room usage.</li> <li>• Keep all OASIS storage space neat and clean AT ALL TIMES. Leave all areas BETTER and CLEANER than when you arrived.</li> <li>• Be familiar with and follow all Lockport Park District policies.</li> <li>• Obtain and maintain CPR and First Aid certification.</li> <li>• Keep Supervisor informed in advance of program needs or any potential special needs with individual children or parents.</li> <li>• Use effective, positive interpersonal communication with fellow co-workers, school personnel, participants and parents/guardians of participants.</li> <li>• Maintains accurate sign-in/sign-out as well as adhere to other program policies and procedures.</li> <li>• Performs other related duties as assigned.</li> </ul>
<p><b>Qualifications</b></p>	<ol style="list-style-type: none"> <li>1. Ability to Fill the needs of participants with guidance in:           <ul style="list-style-type: none"> <li>• Creative, varied activities</li> <li>• Educational experiences based upon individual needs</li> <li>• Satisfactory social experience</li> </ul> </li> <li>2. Has the ability to exercise democratic leadership — be resourceful.</li> <li>3. Personality traits include: friendliness, a sense of humor, tact, patience, and sincerity.</li> <li>4. Is an emotionally stable and mature individual. Subscribes to high moral and ethical principles. Shows character and integrity in daily relationship with participants, displays sound judgment; makes adjustments necessitated by conditions and situations.</li> <li>5. Carries an infectious enthusiasm for the Oasis program.</li> <li>6. Must have a genuine liking for working with young people.</li> <li>7. Considerate of other staff members, respecting their wishes and feelings, giving credit for their strengths and assisting them in conquering their weaknesses.</li> </ol>