



HIGHLAND

PARKS & RECREATION... The *FUN* Theory!

Ph: (618) 651-1386 • Fax: (618) 651-1387 • www.highlandil.gov

Playgroup Instructor Summary:

The City of Highland seeks qualified candidates for the part-time position of Playgroup Instructor. This position is responsible for leading, developing and promoting early childhood and school age programs for the Parks & Recreation Department. Playgroup centers on Birth – 3 Years of age.

Essential Duties and Responsibilities:

- Plans program/station activities designed to improve cognitive abilities, motor skills, sensory and social abilities.
- Provides a fun and safe environment for parents and children in a positive and nurturing environment.
- Answer questions and give sound advice on common issues during early child development.
- Develops and sends out lesson plans each week, tracks attendance, etc.
- Setup and breakdown Playgroup stations each week.
- Promote program(s) with flyers, news releases, social networking websites etc.
- Develop plans to improve program based on current trends in the field and fill in needs of the community.
- Responsible for managing, maintaining and requesting supplies, equipment and other essentials.

Qualifications:

- Minimum of a high school diploma or equivalent as well as 1-2 years related work experience. Customer service and supervisory experience preferred.
- Knowledge of child development and skill acquisition.
- Knowledge and ability to apply positive learning and instructional techniques to achieve program objectives.
- Must have knowledge of MS Office, Publisher and be familiar with utilizing social networking sites such as Facebook and Twitter.
- Must be capable of working efficiently and effectively without continuous supervision.
- Hours may vary dependent upon community's needs for activities.

To Apply:

If you meet the qualifications outlined above please submit an application or resume no later than **Friday, March 23rd 2012** to:

City of Highland
Attn: Director of Human Resources
1115 Broadway, P.O. Box 218
Highland, IL. 62249
EOE