



JOB DESCRIPTION

TITLE: **Preschool Instructor**

DEPARTMENT: **Recreation & Culture**

LEVEL: **Schedule C**

Job Desc. Last Updated: Mar 2020

JOB SUMMARY

Under the supervision of a Recreation Coordinator, the incumbent will provide leadership that involves assisting Recreation Coordinator and program staff to promote, plan, and supervise the preschool program. The emphasis is on leading safe and supervised activities for children, focusing on the early development years. The programs are carried out at various Nanaimo Recreation & Culture facilities.

TYPICAL DUTIES AND RESPONSIBILITIES

1. Plans, initiates, demonstrates, and supervises a variety of preschool activities for registered preschool participants.
2. Assists in organizing the necessary supplies and equipment including alternate arrangements to accommodate different levels of interest, ability, and changing weather conditions. Accommodates for occasional room changes.
3. Ensures the proper upkeep and storage of equipment used at the respective centre or allied facility.
4. Prepares and submits records and reports as required, including equipment recommendations.
5. Regularly communicates with program coordinator in person, by telephone, and via email, to provide program updates and specify program requests.
6. Provides leadership to program staff.

TYPICAL DUTIES AND RESPONSIBILITIES cont.

7. Takes inventory of preschool supplies and notifies coordinator with request for supplies.
8. Plans Monthly Preschool Calendars and Newsletters.
9. Maintains cleanliness of toys and preschool apparatus.
10. Performs other duties as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Demonstrates skills in leadership, oral and written communication.

Ability to work effectively and tactfully with staff, volunteers, parents, and the public.

Ability to plan, organize, and schedule a variety of preschool activities suitable for groups of various sizes and participants of various levels of ability.

Ability to communicate with courtesy and tact in explaining or exchanging data or information.

Interest in recreation and/or community service as demonstrated by volunteer work, participation, or previous employment.

MINIMUM TRAINING AND EXPERIENCE REQUIRED

Completion of one of the following: Early Childhood Education/Child and Youth Care diploma OR Education Degree from a recognized educational institution OR an equivalent combination of education and experience.

2 years' experience instructing preschool/childcare programs.

REQUIRED LICENCES, CERTIFICATES, AND REGISTRATIONS

Possession of valid Emergency Child Care or Emergency Community Care First Aid and CPR "C" certificates. Online certifications will not be accepted.

Satisfactory Criminal Record Check.

GENERAL STANDARDS

All employees shall take reasonable care to protect their health and safety, and the health and safety of other persons by becoming familiar with the Occupational Health & Safety (OH&S) Program, following established safe work procedures, using protective equipment, and asking for training if unfamiliar with work requested to perform.

Contributes to maintaining a respectful, safe, and supportive work environment that embraces diversity and where everyone is treated with courtesy, dignity, and fairness.

Adheres to City policies and objectives.