



Town of Sudbury

Park & Recreation Department

Park and Recreation Department
40 Fairbank Road
Sudbury, MA 01776
(978) 443-1092

Preschool Program Staff

Position Purpose:

Sudbury Park & Recreation is looking for experienced, patient, knowledgeable, and energetic preschool program staff to work with our 1/2 day Preschool programs during the 2017-2018 school year. Preschool staff work a preset schedule, between one and four days a week, assigned prior to the start of the school year.

Program Hours:

Terrific Twos: Monday, Tuesday, Thursday, and Friday 9:30am-12:00pm (Work Hours: 9:00am-12:15pm)

Kreative Kids: Wednesday 9:15am-12:00pm (Work Hours: 8:45am-12:15pm)

Primary Duties and Responsibilities

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

- Mandatory attendance: At all pre-season training dates and at all assigned program days, TBD.
- Actively work with a variety of children with or without disabilities in a group and/or a one-on-one setting.
- Consistently communicate with other staff, director and parents regarding child's daily experience as well as any other job related concerns or issues.
- Report all concerns to the Preschool Director (discipline, medical, etc.)
- Facilitate friendships between children with and without disabilities.
- Act as a role model for all children in our programs.
- Daily opening and closing duties.
- Enforce Park & Recreation regulations and policies to assure safety of all children in attendance.
- Must be able to problem solve and stay calm with children as well as their parents.
- Ability to exercise good judgment, decisiveness and creativity.
- Assist in planning, implementing, and participating in activities, i.e. games, art, music, and free play.
- Maintain a safe and happy environment for all children at all times.

Supervision:

Preschool staff will be under the supervision of the Preschool Director.

Job Environment:

Terrific Twos and Kreative Kids are packed with many different activities including art, free play, games, music, and other typical preschool activities. This environment requires staff members to constantly be on the move and actively involved in all activities with students. Individuals must be self-motivated and comfortable speaking and interacting with children with and without disabilities as well as their parents. Terrific Twos and Kreative Kids are located at 40 Fairbank Road, Sudbury, MA 01776.

Recommended Minimum Qualifications:

- a. Education, Training, and Experience
 - Must be 18 years of age or older
 - Experience working with children ages 1 and 6.

- b. Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Moderate physical effort is generally required which involves occasional lifting/moving/pushing up to 30 pounds; may occasionally lift/move/push up to 60 pounds. Frequently required to spend 4+ hours standing and/or walking.

c. Additional Requirements

- CPR and first aid certification.

All interested candidates should submit a resume, cover letter, and two references to:

Amber Forbes
Assistant Director/Adaptive Recreation Specialist
Sudbury Park & Recreation
40 Fairbank Road
Sudbury, MA 01776

Submissions can also be made via email to ForbesA@sudbury.ma.us

Applications will be accepted until positions are filled.