



Mom and Tot Instructor

The Niles Park District is seeking an enthusiastic and nurturing Part-Time Mom and Tot Instructor to lead interactive and engaging programs designed for parents (or caregivers) and their toddlers. The ideal candidate should have a passion for early childhood development, experience working with young children, and the ability to create a welcoming and inclusive learning environment.

DUTIES AND ESSENTIAL JOB FUNCTIONS

- **Develop and Implement Programs:** Plan, organize, and lead Mom and Tot programs that provide age-appropriate activities and experiences for both parents (or caregivers) and toddlers.
- **Early Childhood Education:** Create a structured and fun learning environment that promotes social, cognitive, physical, and emotional development for toddlers.
- **Parent Engagement:** Encourage active participation and interaction between parents (or caregivers) and children during program activities.
- **Facilitate Group Activities:** Lead group activities, such as story time, arts and crafts, music and movement, sensory play, and other educational and recreational exercises.
- **Promote a Positive Learning Environment:** Foster a supportive and inclusive atmosphere where parents and children feel comfortable learning and bonding.
- **Safety and Supervision:** Ensure the safety and well-being of all participants during program activities, including maintaining a clean and hazard-free environment.
- **Communication:** Maintain open and regular communication with parents (or caregivers), providing updates on program content, child development milestones, and addressing any concerns or questions.
- **Record Keeping:** Maintain attendance records and assist in program evaluation and improvement.
- **Preschool:** Be a substitute Aide for the Park District's preschool program.

QUALIFICATIONS:

- Previous experience working with young children and parents (or caregivers) in an educational or recreational setting.
- Knowledge of early childhood development principles and age-appropriate teaching methods.
- Strong communication and interpersonal skills to engage with both children and adults.

- Background in early childhood education or related field.
- CPR and first aid certification (or willingness to obtain).
- Patience, creativity, and a passion for working with toddlers and their parents.
- Reliable transportation to and from the park district location.
- Strong communication and interpersonal skills to engage with both children and their parents.
- CPR and first aid certification (or willingness to obtain).
- Patience, creativity, and a passion for working with children.
- Reliable transportation to and from the park district location.
- High School Diploma

JOB STATUS: Part time **DEPARTMENT** Recreation **FSLA STATUS** Non-Exempt

HOURS: 1-5 per week (Monday-Friday)

SALARY: \$20/hour

HOW TO APPLY: Interested applicants may submit letter of interest and resume to Melissa Galvez, Human Resources Manager, mgalvez@niles-parks.org