



Wildwood Park District – T-Ball Instructor

Department:	Recreation
Position Title:	Intro to T-Ball Instructor
Location:	Willow Point Park 33666 N. Cove Road Wildwood, IL 60030
Reporting Authority:	Park District Manager
FLSA Status:	FLSA Non-Exempt
Classification:	Part-Time Seasonal
Rate of Pay:	\$16.50 per hour
Hours:	Part Time 2-3 hours per week

The Wildwood Park District is looking for individuals to take on the role of the seasonal Intro to T-Ball Instructor(s)!

Position Summary:

The Intro to T-Ball Instructor is responsible for supervising, coaching, implement lesson plans, and managing the Intro to T-Ball program at Willow Point Park.

Qualifications Required:

- Ability to communicate with the public with professionalism.
- Must be at least 18 years old with a valid driver's license. Successful background screening.
- Experience in teaching or coaching/participating in youth baseball or T-Ball.
- CPR/AED Certification upon hire

Hours:

- Part-time 2-3 hours per week on Mondays and Wednesdays June 3rd-June 26th 5:30pm-6:20pm.

Essential Job Functions:

The following duties are normal for this position. These are not to be construed as exclusive or all- inclusive. Other duties may be required and assigned.

- Submit program write-ups and class details as requested by Supervisor.
- Submit a list of materials needed for class.
- Develop a weekly lesson plan for classes.
- Execute class lesson at each class meeting.
- Contact Supervisor at least one week prior to the start of the class to discuss registration numbers and class details.

- Arrive to program at least 15 minutes prior to start of class to set up for class.
- Greet each participant and verify registration.
- Maintain attendance sheets for each class.
- Submit all attendance sheets and evaluations to Supervisor at the conclusion of the session.
- Assist in maintaining inventory of all supplies and equipment.
- Maintain a clean and organized facility at all times.
- Secure building and grounds after use if last scheduled for usage.
- Supervise children during all activities.
- Create a positive, fun and safe environment
 - Assist with the set up and take down of class each day.
- Gather all supplies and materials needed for daily activities.
- Handle discipline issues as needed.
- Report all accidents and injuries immediately. Complete written accident forms as needed and submit immediately.
- Attend all staff meetings and in-service trainings.
- Perform duties in a safe manner.
- Maintain a safe and clean work area. Inspect sites and building on a regular basis with safety in mind.
- Administer first aid as needed.
- Report any work-related or patron injuries to supervisor promptly.
- Correct unsafe conditions and/or report them to supervisor.

Physical Demands

- Requires frequent standing, running, walking, agility, and balance.
- Requires occasional lifting (20-35 lbs.).
- Employee is regularly required to talk and hear.
- Vision abilities required include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

Work Environment

- Employee work area is outdoors, in a smoke free environment.
- May be exposed to adverse weather conditions.

Please submit applications to info@wildwoodparkdistrict.com. Applications can be found at the following link for download: <https://www.wildwoodparkdistrict.com/about-us/jobs/>

The Wildwood Park District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Board will provide reasonable accommodation to qualified individuals with disabilities.