



## Wildwood Park District – Tot Soccer Instructor

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

The Wildwood Park District is looking for individuals to take on the role of the seasonal Tot Soccer Instructor(s)!

### **Position Summary:**

The Tot Soccer Instructor is responsible for supervising, coaching, implement lesson plans, and managing the Tot Soccer Summer 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 or tot soccer.
- CPR/AED Certification upon hire

### **Hours:**

- Part-time 2-3 hours per week on Tuesdays and Thursdays July 9<sup>th</sup>-August 1<sup>st</sup> 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](mailto: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.*