



City of Port Washington Recreation Department Job Announcement

Lead Teacher – Safety Town Seasonal Position

GENERAL FUNCTION

The Lead Teacher is responsible for directly supervising the Safety Town program daily operations. This position is also responsible for the health, safety, and welfare of those attending the Safety Town program. This position is under direct supervision of the Recreation Coordinator. The Lead Teacher is responsible for following and carrying out all the workplace expectations and policies of the Safety Town program as well as overseeing and managing Safety Town Volunteers.

SPECIFIC JOB RESPONSIBILITIES

- Monitor and evaluate Safety Town program, activities, and services.
- Plan and lead age-appropriate activities designed to teach important safety topics for young children including but not limited to:
 - Bike Safety
 - Seatbelt Safety
 - Poisons and Dangerous substances
 - Playground Safety
 - Safe adults vs strangers
- Work and coordinate with multiple presenters on safety topics
- Communicate effectively with parents
- Oversee and effectively manage volunteers
- Other duties as assigned by the Recreation Coordinator or Director

QUALIFICATIONS

- The minimum age is 18 years
- Ability to work effectively with children and adults
- Commitment to a positive, fun and team oriented working environment
- Demonstrates responsibility, dependability, and maturity
- Strong interpersonal and communication skills
- Preferred applicant must have 1-2 years of experience of organizing activities for small children.
- Knowledge and understanding of people with intellectual and physical disabilities
- Current First Aid and CPR certification preferred
- Previous teaching or supervisory experience preferred
- Any other additional duties required or assigned

SKILLS

The successful applicant shall illustrate experience in program planning. They shall offer evidence of an organized work style, communication skills, and team building. The Safety Town requires considerable time and effort to plan. Strong communication skills, both verbal and written needed.

PHYSICAL SKILLS

The position requires mobility in various conditions. Applicant must be able to sit, stand or walk for extended periods of time. They must be able to squat or bend to communicate at youths' level. They must be able to participate in physical activities throughout the day. The position requires being able to work outside in warm temperatures.

More info online at portwashington.recdesk.com under the Job Opportunities tab

Days/Hours: Weekdays from August 1 – 5, 2022
Mondays- Friday
7:30 AM – 3:00 PM;
Program planning will begin immediately, this can be coordinated to fit the candidate's schedule leading up to the program and will be discussed during interview and finalized upon hiring.

Closing Date: Until Filled

Starting Rate: \$20.00 per hour

The City of Port Washington is an Equal Opportunity and Reasonable Accommodation Employer.