

# Neighborhood Club Position Description



**Position:** Preschool Instructor, Part-time

**Salary:** \$15-18 per hour, DOQ

**Application Deadline:** July 8, 2022  
Program begins in September 2022.  
Submit application from Neighborhood Club website and resume to: Executive Director, 17150 Waterloo Street, Grosse Pointe, MI., 48230; or email to [stu@neighborhoodclub.org](mailto:stu@neighborhoodclub.org).

The Neighborhood Club is a non-profit servicing the Grosse Pointe communities (service population of approximately 50,000) since 1911. The Neighborhood Club operates a new Recreation and Wellness Center that opened in January 2013. The 48,051 square foot facility has a fitness center, fitness studio, gymnasium, indoor pool, locker rooms, preschool, multi-purpose community room, rowing room, cycle studio, Sports Enhancement Center, and two training/conference rooms. Beaumont Health is a long-term tenant in the facility occupying approximately 25% of the building space providing adult physical therapy and services for children with special needs.

## **General Function**

Under the direction of the Preschool Director, the preschool instructor will be responsible for planning and implementing curriculum and coordinating supplies for the Neighborhood Club preschool program. The instructor will also communicate daily with the Director, fellow staff, and the parents. The current program is offering Monday-Friday with a 2.5-hour class in the morning and separate classes for 2.5 hours in the afternoon; ages vary from 3-young 5's.

## **Responsibilities**

- Coordinate preschool term enrichment classes for preschool program participants.
- Create and develop new programs throughout the year.
- Assist in marketing and promotions for the programs/classes. Publicize the preschool program and maintain public relations within the community. Attend any open houses that can help promote the preschool program.
- Maintains an effective communication with parents by promptly returning all phone messages or emails received within 24 hours of message being left.
- Always supervise and ensure the safety and well-being of the children, being alert for the needs and/or problems of the children as individuals and as a group.
- Be alert and check equipment and toys for any hazards that occur due to daily use.
- Report to Director any special needs or problems of individual children; including any suspected child abuse or neglect.

## **Qualifications**

- Previous experience in Early Childhood/working with children preferred.
- Ability to work effectively with the public and staff in a courteous and tactful manner.
- Ability to work effectively with young children to coordinate and program activities.
- Be available to the public and work a flexible schedule as needed. May include working some evenings, weekends, and holidays, when needed.
- Ability to react to emergency situations and provide first aid, CPR, and AED administration.
- Be able to react to emergency situations and provide building support as needed.
- Be able to work without or under limited supervision.
- Must possess exceptional customer service and motivation skills.
- Good oral and written communication skills.
- Efficient computer skills including Word, Excel, PowerPoint.
- Exhibit enthusiasm and energy towards the children, staff, and preschool program.

**Requirements**

- A college degree with a major in the Early Childhood/Education or related field preferred.
- Previous experience in an education/teaching setting
- CPR, First Aid, and AED training preferred (will train if needed).
- Must pass a background check as conducted by Neighborhood Club staff.

*The qualifications and descriptions as listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other related selection or promotional criteria.*

The Neighborhood Club is an Equal Opportunity Employer – [www.neighborhoodclub.org](http://www.neighborhoodclub.org)