



City of Isle of Palms, SC

Department: Recreation

Position: IOP Kids/Preschool, PT

To apply visit the City website at: [Online Application for Employment \(cognitofirms.com\)](https://cognitofirms.com)

Application Deadline: May 24, 2024

General Purpose:

The City of Isle of Palms Recreation Department is looking for an IOP Kids (preschool) instructor. Under the direct supervision of the Assistant Recreation Director, the IOP Kids instructor provides a safe enjoyable learning atmosphere for children ages 3-4 years. A typical day would include lunch/snack time and learning through play, indoor games, arts, crafts, outdoor water games, playground, inclusive circle play, and more!

Responsibilities:

- Develop, plan, and implement age-appropriate activities and lesson plans that will include educational table work, arts and crafts, circle time and set-up & clean-up of activities.
- The program will follow the Charleston County School District calendar and the City of Isle of Palms holiday schedule.
- Program runs Monday – Friday, 9:00 a.m. – 12:00 p.m.
- Maintains detailed records of daily class participant attendance and communicates to the management team.
- Ensures safety standards are met and the department and facility policies are enforced.
- Performs-related duties as required. Maintains a clean, safe, and inviting classroom and learning areas. Completes all city, state, and federal forms that relate to the childcare program in a timely manner.

Education and Experience:

- Current CPR and First Aid certification preferred.
- High School Diploma and at least 3 years of related experience

Knowledge, Skills and abilities:

- Ability to manage a classroom with children ages 3-4 years old.
- Provides attentive and nurturing care to children in a safe environment.
- Maintain a clean and organized classroom.
- Communicate effectively with parents, children, and recreation team members.

EOE