

Community Services Department

Anthony Community Center
345 N. Jacob Street
Visalia, CA 93291



Office: (559) 713-4365
Fax: (559) 713-4819
recreation@visalia.city
www.liveandplayvisalia.com

Job Detail

Position:

Tiny Tot Instructor

Location:

Visalia, CA

Environment:

Outdoors/Indoors

Wage:

DOQ

Full/ Part Time:

Part Time

Hours:

M-Sa 8am – 5pm

Contact Information

Address:

Visalia Recreation Dept.
345 N. Jacob St.
Visalia, CA 93291

Contact Person:

Holly Ellis

Phone:

(559) 713-4365

Email:

Recreation@visalia.city

Website

liveandplayvisalia.com

Apply By:

Open until filled

Job Description & Specific Duties

- Depending on class Part-time 5 – 20 hours per week
- Available to work flexible hours weekdays, evenings and weekends
- Must be outgoing, energetic and possess good customer service skills
- Supervise and instruct groups of at least 15 program participants in recreation activities, e.g. organized games/physical activities, dance, sports, etc.
- Effectively and positively work with tiny tot aged youth (1 – 6yrs)
- Always ensure safety and supervision of program participants in all areas
- Work as a member of a team to facilitate program participant enrichment and development through age-appropriate curriculum.
- Develop and maintain positive relationships with the program participants, parents/guardians, volunteers and City of Visalia staff
- Inspect the job site and equipment for potential safety hazards; taking corrective action to prevent injuries
- Perform routine first aid and seek assistance for serious illness or injuries
- Promptly and effectively fill out all necessary program forms including but not limited to injuries, behavior and incidents/accidents
- Ability to take initiative and remain productive during shift with organized activities or other tasks
- Carry out tasks assigned by Program Assistant, Coordinator and Supervisor
- General cleaning duties including but not limited to; planning and teaching classes and programs, setting up for classes and breaking down afterwards, organizing storage of supplies etc.
- Attend all program meetings and trainings
- Follow policies and procedures of the City of Visalia and Staff Manual
- Perform other related duties as assigned

Qualifications

- Candidates must successfully clear a reference check, FBI/DOJ fingerprint, TB and drug screening through the City of Visalia
- California Class C driver's license
- Valid First Aid/CPR Certification or ability to get certified within 60 days
- Able to stand, walk, bend on a continuous basis in indoor and outdoor environments
- Lift at least 25lbs
- Must have or acquire within 30 days of hire, CPR & First Aid certification
- At least 18 years of age