



## **JOB DESCRIPTION**

Title: Preschool Aide  
Department: Park & Recreation  
Part-Time Hourly Position

**GENERAL PURPOSE:** The Preschool Aide, under direct supervision of the Director, Assistant Director of Parks & Recreation and Recreation Coordinator will plan, develop, coordinate, organize, create, implement supervise and evaluate Preschool programs for the Town of Merrillville.

### **LIST OF RESPONSIBILITIES**

1. Work with the Preschool Instructor's lesson plans and help instruct 3 age groups of children ranging from 2 – 5 year olds.
2. Help Instructor as needed, especially when it comes to helping the children to interact with others. Help the children with crafts as they develop their small motor skills. Sing songs, read them stories, and show them how to play.
3. Must be able to see where help is needed without waiting for Instructor to ask. Quick judgement is essential.
4. This is not a complete list of duties. Employee may perform other duties as requested by the Director of Parks & Recreation and Assistant Director of Parks & Recreation.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

You must possess a valid Indiana Driver's License.

You must have the ability to communicate effectively verbally and in writing.

You must have the ability to bend, squat, sit, stand, walk and lift 50 pounds.

You must have the ability to be proficient in Microsoft Word, Excel, Power Point and Publisher. The ability to operate a copier, fax and scanner is helpful.

## **MINIMUM QUALIFICATIONS**

### Education and Experience

We are looking for someone who has graduated from an accredited college with an Associate Degree or beyond in a related field.

Prior experience in a preschool environment is a plus.

Please send resumes to: Town of Merrillville Park & Recreation Department  
Attn: Jan Orlich. 5750 Tyler St. Merrillville, IN. 46410