



## **Play Class Instructor at Northport Point Club Job Description**

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The Play Class Instructor is a member of the Northport Point Club Recreation Staff, reporting to the Staff Director. The Play Class Instructor must be First Aid/CPR certified. *This is a paid position.*

The Play Class Instructor has several broad areas of responsibility:

### **Beach Class**

- Teach Play Class, our early childhood program for children ages 5 – 6, guided by the NPP Club Beach Class curriculum, including creating and using daily lesson plans and managing Counselor in Training (CIT) helpers. *Positive youth development is your number one responsibility and the core of your job.*
- *Ensure that ALL Play Class children wear life jackets on dock and boats.*
- Children attend Beach Class from 9:00 am – 12:00 pm, Monday – Friday. Your schedule will generally run from 8:45am – 12:15pm to allow for basic preparation and clean-up. Wednesday field trips away from the Point often last until mid-afternoon.
- Prepare lessons. Create age appropriate daily lessons which include crafts, art projects, along with creative indoor and outdoor games and activities for the Playclass campers. Spend significant and sufficient time each week preparing detailed daily lesson plans and reviewing the previous week's activities. Plan how many CITs you will need and how you will use them to enhance your lesson plans.
- Provide feedback on the curriculum, and the Recreation Program in general, to continually improve the Recreation Program, keeping its programs fresh and effective.
- Help with, supervise and participate in Wednesday Special Days, scheduled park activities, rainy day activities, and other beach class functions as requested.
- Manage CITs who are provided to you to assist in running a smooth and efficient program. Spend adequate time preparing CITs before each week begins.

### **Play Class Facilities**

- On a daily basis, discard trash at the Play Class facility, clean up and properly store equipment and supplies, and take abandoned equipment to the Lost and Found.
- Report broken, damaged or missing equipment or supplies to the Director.



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### Events

- Organize and conduct Recreation Program Play Class events.
- Post notices and sign-ups in a timely manner, usually one week prior.
- Participate in and help supervise afternoon and evening Recreation Program activities that require staff.

### General

- Play Class instructors often provide babysitting or tutoring services to earn extra money. *Such work must not interfere in any way with your job responsibilities or scheduled time off.* The Director may limit or cancel excessive or intrusive work. Arrangements are entirely private and are not endorsed by, or a responsibility of, the NPP Club. You may not take work outside the NPP community.
- Participate in pre-program setup and post-program clean-up activities. *You must stay until clean up in your room and common areas is complete.*
- Attend the Navy Ball dinner, awards ceremony, and party (held at the end of each 4-week session), and present awards in your area.
- Participate in special occasions such as the 4<sup>th</sup> of July Celebration, Polar Bear Swims, and others.
- Abide by staff, Cottage Owner's Association, Club, Yacht Club and other published NPP safety and conduct rules. Keep personal and common living quarters clean.
- Participate in a mid-season performance review with the Director.
- Schedule time off. It is easy to overbook your schedule, but important to keep a healthy work/leisure balance.
- Strive to be a positive role model for the children and teens.
- Bring a healthy attitude, a smile, enthusiasm and encouragement to your job and your interactions with the children, other staff, and the NPP community.
- Everyone is expected to do what is needed to ensure that the children have a fun, safe, and fulfilling experience.