



VILLAGE OF SUAMICO
Invites applications for the position of:
PLAY GROUP LEADER

SALARY: VOLUNTEER

OPENING DATE: 11/21/2019

CLOSING DATE:, 12/30/2019 or until filled

GENERAL DESCRIPTION:

The Play Group Leader will create daily lessons, facilitate free play, social interactions, and activities appropriate for a small group of children ages 3-4 years old. He/she will prepare daily lessons and activities including read alouds, music and movement, free play, and art projects. The Play Group Leader will collaborate with district staff to promote learning and social opportunities for children of all abilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive and other duties may be required and assigned.

- Create daily lessons and activities appropriate for young children ages 3-4 years old, plan and execute lessons to include read alouds, music & movement, and art projects.
- Facilitate free play times and social interactions for young children ages 3-4 years old.
- Collaborate with school district staff to promote inclusive social interactions among students of varying ability levels.
- Communicate with parents (ex. greeting, dismissal).
- Must be organized and punctual.
- Must have daily lessons and materials prepared prior to children arriving.
- Play Group runs 1½ hours twice weekly, for a 9 week session.
 - Two sessions offered per school year.
 - First session runs late Sep-Nov, second session runs mid Jan- mid March.
 - Morning and afternoon sessions available (approximately 9 am-11 am or 1 pm-3 pm).

ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES:

- Must be 18 years of age and possess a valid Wisconsin driver's license with a good driving record.
- Knowledge and experience in working with young children.
- Be able to work productively and safely in a fast-paced environment.
- Must be able to plan and carry out activities and facilitate student interactions and play.
- Ability to collaborate with other professionals.
- Must possess a high degree of responsibility, cooperation, courtesy, and tact.

DESIRABLE TRAINING AND EXPERIENCE:

- Experience working with young children in a structured setting (those with experience in leadership roles a plus).

GENERAL EXPECTATIONS:

- Dress/Attire: present yourself in a semi-professional manner, with attire appropriate to working with young children in a physical manner.
- Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations: Balancing, bending, crouching, kneeling, reaching, and standing.
- Pass a background check.
- A record free of criminal convictions that substantially relate to the position. Complies with drug-free workplace rules.

APPLICATIONS AVAILABLE AT:
<http://www.suamico.org/>
OR Municipal Services Center

COMPLETED APPLICATION MAY BE EMAILED TO:
LeahH@suamico.org

OR SENT/MAILED TO:
Village of Suamico
12781 Velp Ave.
Suamico, WI 54313