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| **Job title** | *Preschool Arts Leader* |
| **Job Code** | *ROY* |
| **Job Grade** | *$13.60* |
| **Classification** | *Part Time* |
| **Job Location** | *Shane Homes YMCA at Rocky Ridge* |
| **Reports to** | *Arts Program Director, Shane Homes YMCA at Rocky Ridge* |

**Job purpose**

Under the guidance of the Arts Program Director, the Preschool Arts Leader will participate in a mentorship program, in which they will their skills in teaching and facilitating programs in music, movement and visual arts to preschool children ages 3 to 5. The goal of this position is to empower the candidate to eventually lead the facilitation and teaching of the preschool classes at Shane Homes YMCA at Rocky Ridge.

**Duties and responsibilities**

Duties and Responsibilities include:

* Shadow the Arts Program Director in the planning and implementation of the Preschool arts classes.
* Assist in teaching the Preschool arts classes with a goal to eventually lead in the implementation and facilitation of the classes.
* Assure the health and safety of participants by following health and safety practices and regulations
* Provide a safe, fun, engaging, creative and supportive environment for participants and volunteers
* Exceptional organizational, multi-tasking, problem solving and decision-making skills
* Exceptional verbal, written and interpersonal skills with a focus on customer service
* Strong attention to detail and exceptional follow-through
* Ability to work independently and as part of a team
* Be able to maintain a high level of confidentiality
* Maintain a professional attitude at all times
* Ability to meet assigned deadlines
* Effectively communicates in a variety of settings;
* Work collaboratively with colleagues to ensure best delivery of customer/client experience, consistency in program offerings etc.
* Perform other duties as assigned
* Availability to work Monday afternoons, Tuesday and Friday mornings, and Saturday mornings and afternoons
* Ensure the space and its equipment are being treated safely, and appropriately

**Qualifications**

Qualifications include:

* Previous experience working with children aged 3-5 is an asset
* Previous experience teaching/working in the arts with preschool children is an asset
* Current Standard First Aid and AED certification (YMCA will provide training opportunities for re-certification, as/if needed);
* Meet and maintain any other specific licensing requirements
* Evidence of a cleared police security clearance including a vulnerable sector search;
* Three professional references required.

**Working conditions**

The Preschool Arts Lead will be working within a major recreational facility; work will occur primarily within and around the visual art studios and dance/fitness studios, but may also occur within traditional office settings, and throughout the department including the visual arts studios, lobbies and occasionally outdoor locations.

**Physical requirements**

The Preschool Arts Lead position is a physically active role, which may require moderate lifting (the ability to lift 50 lbs), repetitive movements, and extended periods of standing on cement, bending, dancing, and walking, as well as talking to groups.

**Direct reports**

The Preschool Arts Lead will report directly to the Arts Program Director.

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| **Approved by:** |  |
| **Date approved:** |  |
| **Reviewed:** |  |